

Vancouver Symphony Society

Direct Deposit and Electronic Payroll Statement Agreement Form

Authorization Agreement

I hereby authorize the Vancouver Symphony Society to initiate automatic deposits to my account at the financial institution named below. **I also agree to reimburse the Vancouver Symphony Society, in a timely manner, in the event that a credit entry is made in error.**

Further, I agree not to hold the Vancouver Symphony Society responsible for any delay **or loss of funds** due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

This agreement will remain in effect until the Vancouver Symphony Society receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit form to the Payroll Department. I further agree that automatic deposits maybe canceled, at the payroll department's discretion, if deemed necessary for any reason.

Electronic Payroll Statement Authorization Agreement

I hereby authorize the Vancouver Symphony Society to initiate electronic payroll statements with notification delivered to my email account named below.

Further, I agree not to hold the Vancouver Symphony Society responsible for any delay **or loss of funds** due to incorrect or incomplete information supplied by me or error by the company hosting my email account.

This agreement will remain in effect until the Vancouver Symphony Society receives a written notice of cancellation from me or until I submit a new electronic Payroll Statement Agreement Form to the Payroll Department. I further agree that service maybe canceled, at the payroll department's discretion, if deemed necessary for any reason.

Email Account Information

Email address: _____

Please Print clearly

*** Supply an email address only if you approve the electronic payroll statement agreement**

Bank Account Information

Inst. No : _____

Transit Number : _____

Account Number: _____

Attachment of a void cheque can supply Bank account information.

Signature

Authorized Signature: _____ **Date:** _____

Name: _____ **Employee number:** _____
(Please Print clearly)

Please note that Electronic Payroll statement service can only be supplied in conjunction with direct deposit.