

IATSE Local 118 Payroll Service – Direct Deposit Request

Please print clearly – if we can't read your information, we can't process it accurately!

Name

Employee Number (leave blank)

Address

Phone (home)

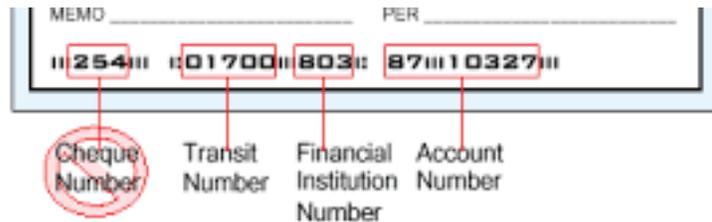
City

Postal Code

Phone (cell)

Email Address (so you will receive electronic paycheque statements)

Banking Information



Bank Branch Name and Address: _____

Transit Number: (4 or 5 digits) _____

Institution Number: _____ Account Number: _____

It is helpful if you attach a blank VOID cheque to this form. If you prefer, you may use a Direct Deposit form from your financial institution, and attach it to this Request Form. You must, however, sign this form and complete the section with your name, address, and email address.

I authorize the IATSE Local 118 Payroll Service and my bank to automatically deposit my payroll cheque(s) into my account listed above (this includes my authorization to correct any entries made in error). I further authorize the IATSE Local 118 Payroll Service to forward my personal information (name, address, phone number(s), and email address to the general office of IATSE Local 118 in order to consistently keep the Local's database up to date.

I also authorize that the IATSE Local 118 Payroll Service may send electronic pay statements and T4 slips to my email address provided or to a secure online portal.

I understand that this Direct Deposit request only applies to paycheques issued by the IATSE Local 118 Payroll Service.

This authorization will remain in effect until I give written notice to cancel it.

Signature

Date

INSTRUCTIONS FOR COMPLETING DIRECT DEPOSIT REQUEST FORM

Please PRINT your information clearly! If your information is not legible, it will be difficult to ensure that your wages are deposited into the correct account!

1. Complete the personal information section – name, address, phone number(s), email address. If we cannot read your information accurately, we will need to contact you by phone or by email to check it.
As a part of Direct Deposit, you will receive electronic pay statements by email, with details of hours worked, pay rate, deductions.
2. There are two ways to complete the Banking Information section:
Option 1: enter your banking information in the appropriate spaces. It is helpful if you attach a blank VOID cheque to this form, so that we can verify the information.
Option 2: attach a Direct Deposit form from your financial institution, that includes all the required information.
3. Read the authorization section, and sign and date at the bottom of the page.
4. Return your Direct Deposit Request Form to the Union Office by one of the following methods:
 - email it to payroll@iatse118.com
 - mail it to IATSE Local 118 Payroll Service,
#206 – 2940 Main Street, Vancouver, BC, V5T 3G3
 - drop it off at the Union Office. Please check our website for latest information about hours and appointments

Note: Please ensure you have submitted TD1 and TD1BC forms. This MUST be done before payroll can be deposited.