



**TEACHER PAYROLL DEPOSIT FORM - TWO BANK ACCOUNT OPTION  
(COMPLETE ONLY IF YOU REQUIRE TWO BANK ACCOUNTS)**

**INSTRUCTIONS FOR COMPLETION**

Teachers are offered an option to have their deposit split into two different bank accounts or remain as they currently are. If you wish to split, please complete and forward **directly to the Payroll Department.**

**Present Information on Payroll & Personnel File (please print)**

Surname (last name)		Given Names in full (first & middle)																					
Assigned School(s)	_____ Teacher	Employee Number _____	Social Insurance Number																				
<b>Direct Deposit Information</b>																							
<b>Primary Bank Account</b> - Attach Void cheque and indicate "Primary". (You must provide Secondary Bank Account information.)																							
_____ 83% Net Pay (Only complete if change from previous submission.)																							
<b>OR</b> If Savings Account, have Bank complete below:																							
<table style="width:100%; border-collapse: collapse;"> <tr> <td colspan="4" style="padding: 5px;"><i>For Bank Official Only</i></td> </tr> <tr> <td style="padding: 5px;">_____</td> <td style="padding: 5px;">_____</td> <td colspan="2" style="padding: 5px;">_____</td> </tr> <tr> <td style="padding: 5px;">Institution</td> <td style="padding: 5px;">Branch</td> <td colspan="2" style="padding: 5px;">Account Number</td> </tr> <tr> <td colspan="2" style="padding: 5px;">_____</td> <td colspan="2" style="padding: 5px;">_____</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Bank Branch Authorized Signature</td> <td colspan="2" style="padding: 5px;">Bank Name</td> </tr> </table>				<i>For Bank Official Only</i>				_____	_____	_____		Institution	Branch	Account Number		_____		_____		Bank Branch Authorized Signature		Bank Name	
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_____	_____	_____																					
Institution	Branch	Account Number																					
_____		_____																					
Bank Branch Authorized Signature		Bank Name																					
<b>Secondary Bank Account</b> - Attach Void cheque and indicate "Secondary".																							
<b>OR</b> If Savings Account, have Bank complete below:																							
_____ 17% Net Pay (You must provide account information which is different from your Primary Account.)																							
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Institution	Branch	Account Number																					
_____		_____																					
Bank Branch Authorized Signature		Bank Name																					
		Date Completed	Employee Signature																				