

## EXPENSE REIMBURSEMENT DIRECT DEPOSIT

Grande Yellowhead Public School Division has implemented Direct Deposit Electronic Funds Transfers for employee expense payments. Your expense reimbursement will be paid through direct deposit to your payroll bank account on file unless identified separately below.

I would like my expense payment directly deposited into the account identified below.  
This is NOT the account used for payroll purposes.

Name (Print): \_\_\_\_\_ School or Department: \_\_\_\_\_

If you have a personalized cheque for your bank account, please attach a copy to this form with "VOID" written on the front.

-OR-

Take this form to your financial institution and have an officer sign and stamp to verify the following banking information:

Name of Bank: \_\_\_\_\_

Address of Bank: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Bank Number	Branch Number	Account Number

I authorize Grande Yellowhead Public School Division to make all payments due to me by Deposit to the above account. Payment shall continue until I advise the division of any change.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Direct Deposit Statement Delivery:**

Your electronic notification of payment will be sent to your personal gypsd.ca email address.

If you have questions regarding the use or disclosure of this information, please contact the Secretary-Treasurer: 780-723-4471(ext. 106) or 1-800-723-2564, extension 106.