



**PRAIRIE SPIRIT**  
SCHOOL DIVISION

## Learners for Life

*Learning without limits in a world of possibilities*

For office use only

### **ELECTRONIC PAYROLL DISTRIBUTION DATA**

- We require all employees to complete and sign this form. We will not be able to process your pay until it is provided.
- All employees are paid by direct deposit to their bank accounts.
- Either attach a "void" cheque and complete Section A or complete Section A and attached a pre-authorization form.
- If you change banks or want your pay deposited to a different account, you must complete a new form and forward it to the Payroll Department at least 10 days before payroll issue.

**Name:**

Last Name	First Name	Middle Name
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**Address:**

P.O. Box / Street Address	Town	Postal Code
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**Telephone:**

Home	Work	Cell
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**Section A (to be completed by employee):**

I, \_\_\_\_\_, hereby authorize Prairie Spirit School Division through the Royal Bank, to make deposits to my Account Number as listed below. I will advise you of any changes in this regard and the authorization is to remain in effect until cancelled in writing.

Signature of Employee	Date
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