



PRAIRIE SPIRIT
SCHOOL DIVISION

Learners for Life

Learning without limits in a world of possibilities

ELECTRONIC PAYROLL DISTRIBUTION DATA

All employees **must provide a void cheque or banking authorization** form with the return of this completed document.

All employees are paid by direct deposit to their bank accounts. Contracted employees are paid on the 25th day of each month and casual employees are paid on a the 6th & 21st day of each month.

Name:

Last Name

First Name

Middle Name

Address:

Box/Street

Town

Postal Code

I, _____, hereby authorize Prairie Spirit School Division through the Royal Bank, to make deposits to my Account as per provided on void cheque or banking authorization form. I will advise you of any changes in this regard and the authorization is to remain in effect until cancelled in writing.

Signature: _____

Date: _____