



## DIRECT DEPOSIT REQUEST

The GNWT currently deposits your bi-weekly pay by DIRECT DEPOSIT to any Canadian chartered bank. You will have your earnings deposited to your savings or chequing account. These monies will be available to you at the banks' opening on each payday with an exception for some of the Credit Unions in the province of Quebec where this transaction may take up to 48 hours. You will continue to receive a statement of earnings unless you opt not to.

Departmental Benefits Co-ordinator

Or

Regional FMBS Office

### HOW DIRECT DEPOSIT WORKS

**YOU** - You provide the GNWT with your bank account information with any Canadian branch by completing the attached enrollment form.

**To ensure that your account number is correct, you must enclose a personalized deposit slip or cheque marked "VOID".**

**WE** - Provide account information together with the amount to be deposited to your bank.

**BANK** - Deposits your pay directly into your account on payday at your specified branch in Canada.

### ADDITIONAL INFORMATION YOU MAY REQUIRE

- Bank account must be with a Canadian Financial Institution.
- Pay can be deposited to one account only.
- Pay statements continue to be sent each payday unless you opt to discontinue.
- **You can change accounts/banks at any time as long as you provide 4-6 weeks notice.**

### REQUEST FOR PAYMENT BY DIRECT DEPOSIT

Employee Name:		Employee ID #:	
Department:		Division	
Bank Name:		Bank Location:	
Bank Number:	Transit Number:	Account Number:	
Chequing Account <input type="checkbox"/>		Savings Account <input type="checkbox"/>	
<p>The G.N.W.T. is hereby authorized and requested to credit payroll amounts due me to my account with the bank designated above, until cancelled by me in writing. If this banking institution is outside of the Northwest Territories, I understand there may be a delay in the funds reaching my account. In the event, that such a delay is the result of funds being directed to the wrong account through my error, I agree that the Government of the Northwest Territories will not issue a replacement cheque until such funds have been electronically returned to the Government Bank Account and that this may result in a delay in being paid.</p>			
Signature of Employee _____		Date (dd/mm/yy) _____	
Date Stamps		Entered By _____	Date (ddmm/yy) _____
		Verified By _____	Date (dd/mm/yy) _____