Direct Deposit Authorization

About Staffing pays its temporary employees by Direct Deposit into your bank account.

In order to initiate direct deposit for you, we require your consent and your banking information. Please be informed that your account information will be held in strict confidence and will be accessible only by our Accounting and Management staff, as well as our payroll service company.

Your pay statments will be mailed to you each Wednesday to the address provided by you during registration.
If your address changes please notify us immediately to ensure you have no issues receiving your statements.

Your signature will authorize About Staffing Ltd. to electronically deposit your pay cheques into your bank account.

PLEASE PRINT CLEARLY

Printed name of applicant: _____

Address: _____

City/Prov/Postal Code: _____

Social Insurance number **(required)**: _____ _____ _____

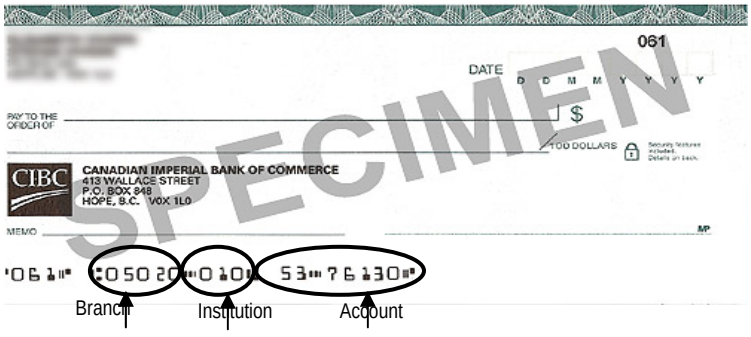
Date of birth **(required)**: _____ _____ _____
month day year

Bank Branch number (5 digits): _____

Institution number (3 digits): _____

Account number: _____

PLEASE ATTACH A VOID CHEQUE



Please fax the completed authorization form to (403) 508-1010. **Please note that About Staffing Ltd. will be unable to process your pay without your correct direct deposit information.**
Upon receipt of your timesheet and direct deposit information your pay will be in your bank account on the Friday, one week following your assignment. EFT (Electronic Funds Transmission) is very time sensitive – if your timesheet has not arrived prior to the transmission, you will have to wait until the following week to process your pay.
It is your responsibility to notify us if your banking information changes.

Signature of Applicant: _____ Date: _____

ID#

Cal ☐ Cal LI ☐ Edm ☐ Edm LI ☐
(CCRA # 2) (CCRA # 2)

OFFICE USE ONLY:
Start date: