

Pine Creek School Division
Request for Payment by Direct Deposit

Employee Name: _____

Phone #: _____

Address: _____

Paperless Pay Statements

Receive your pay slip faster – a pdf will be sent via email. Print your personal Email Address below.

Email: _____

Pay Days

Permanent Employees: Semi-monthly, on 15th and last day of month (unless weekend or stat holiday, then last preceding banking day)

Casual Employees: Semi-monthly, on 15th and last day of month, 2 weeks in arrears (unless weekend or stat holiday, then last preceding banking day)

Please attach a Void Cheque or Sample Personalized Deposit Slip

This information is available from your bank or financial institution, upon request.

Pine Creek School Division is hereby authorized and requested to credit payments into my account with the financial institution designated as attached, until cancelled or amended by myself in writing.

Please Attach Void Cheque Here

Signed: _____

Date: _____

(Rev 10/17)

<p>This personal information is being collected under the authority of Pine Creek School Division policy and will be used for purposes of payroll administration. It is protected by the provisions of The Freedom of Information and Protection of Privacy Act. If you have any questions regarding the collection, please contact the Division's Secretary Treasurer at PO Box 420, Gladstone, MB, R0J 0T0 (204) 385 2116.</p>
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