

CONFIDENTIAL

 NEW: _____
 CHANGE: _____
 PAY PERIOD: _____

The Town of Oakville Corporate Information System allows employees to distribute their pay across one or two bank accounts. The following options are available:

1. Deposit 100% of pay to one bank account
2. Deposit a fixed amount to one bank account and the remainder to a second bank account.
3. Deposit a percentage to one bank account and the remainder to a second bank account.

I, _____ (please print name) _____ (employee number)
 hereby request the Town of Oakville, through the Royal Bank of Canada, to make deposits into my account(s).

CHOOSE ONE OPTION ONLY:
OPTION 1
OPTION 2
OPTION 3

Deposit my entire net pay to _____ Financial Institution / / _____ Bank No. / / / / / _____ Branch Transit _____ Account Number

1. Deposit \$ _____ to _____ Financial Institution / / _____ Bank No. / / / / / _____ Branch Transit _____ Account Number 2. Deposit the balance of my net pay to: _____ Financial Institution / / _____ Bank No. / / / / / _____ Branch Transit _____ Account Number
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1. Deposit _____% to _____ Financial Institution / / _____ Bank No. / / / / / _____ Branch Transit _____ Account Number 2. Deposit the balance of my net pay to: _____ Financial Institution / / _____ Bank No. / / / / / _____ Branch Transit _____ Account Number
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Banking Information: The above information can be obtained by referring to the bottom of your cheque.

I will advise the Payroll Section, Finance Department, Town of Oakville of any bank account changes in 30 days advance.

 Employee's Signature

 Date

Attach VOIDED CHEQUE and/or VOIDED DEPOSIT SLIP here: