

Please complete and submit this form to your employer to have your paycheque automatically deposited into your Scotiabank account.

To:

(INSERT NAME OF YOUR EMPLOYER)

Please accept these instructions to automatically deposit my paycheque into my bank account as outlined below:

Employee Information

EMPLOYEE NAME MR KEVIN J O'REILLY		TELEPHONE NO. 9058957014
ADDRESS 286 ROYWOOD CRES		
CITY NEWMARKET	PROVINCE ON	POSTAL CODE L3Y1A5
EMPLOYEE NUMBER (IF APPLICABLE)	DEPARTMENT (IF APPLICABLE)	

Pre-authorized Transaction Information

COMPANY NAME	ACCOUNT / POLICY NO.
PAYMENT AMOUNT \$	PAYMENT DATE

Bank Account Information

INSTITUTION	NUMBER	12 DIGIT ACCOUNT NUMBER	
THE BANK OF NOVA SCOTIA	002	3, 0, 6, 9, 2	1, 1, 6, 7, 7, 2, 3
Company Processing Instructions >		Enter as TRANSIT No.	Enter as ACCOUNT No.
BRANCH ADDRESS			

I am advising the Company to change my payroll direct deposit as indicated above. I understand that Scotiabank is not responsible for verifying these payments to my account. I will notify the Company promptly in writing if I close or make other changes to my account.

Authorized by: _____ 2025/06/12
SIGNATURE DATE

Please forward the completed request to the appropriate department in your company. Some employers may also ask you to attach a voided cheque. You may wish to keep a copy of the completed form for your records.