

Author: HR Department	Approved by: VP Operations	Revision Date: 4/29/2016
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Authorization for Electronic Direct Deposit for Payroll

The Levert Group has implemented an electronic direct deposit system for payroll deposits. In order to start receiving your pay by direct deposit, please complete and return the following form by mail, fax or email:

Levert Personnel Resources Inc.
 17 Froot Road, Sudbury, Ontario, P3C 4Y9
 Attention: Payroll Dept.
 Fax: 705-560-7728 Toll Free Fax: 1-844-519-1580
 Email: payroll@levert.ca

Any information collected by Levert, for the purpose of providing the direct deposit service will remain confidential and will only be disclosed to regulatory bodies with appropriate lawful authority. The direct deposit authorization will remain in effect until written notice of cancellation is received by Levert.

Employee Name: _____

Address: _____

Employee Email Address: _____
 (this will be used to send your paystub information)

Would you like to receive your T4 via email at the end of the year? YES NO

Please attach a VOID cheque with your application

Name in which account is held:	
Financial Institution Name:	
Bank Code:	
Transit Code:	
Bank Account Number (7-11 digits):	

Emergency Contact Information:

Contact Name:	Relationship:	Phone Number:

Date: _____

Employee Signature: _____