

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 <b>MR FRANKLIN-CHIDUBEM OKEKE</b>		TEL. NO. <b>(365) 994-8277</b>
ADDRESS <b>19 CANDLEWOOD COURT</b>		
CITY <b>HAMILTON</b>	PROVINCE <b>ON</b>	POSTAL CODE <b>L8J0C4</b>
EMPLOYEE NUMBER (IF APPLICABLE)	DEPARTMENT (IF APPLICABLE)	

#### Employee Bank Account Information

INSTITUTION		NUMBER	12 DIGIT ACCOUNT NUMBER	
<b>THE BANK OF NOVA SCOTIA</b>		<b>002</b>	<b>60202</b>	<b>1094580</b>
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:

SIGNATURE

**2021-SEP-30**

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.