



## Request to Establish a Staff Account

I, ....., as account holder for member

account number ..... request a staff account be opened in the name of

.....

I understand that the account will be fee free, and that funds can only be deposited from the account above, which will incur a transaction fee for each transfer. I have enclosed an Empire Trade cheque as the opening deposit for this account.

I agree to notify Empire Trade Head Office within seven days of this person leaving my employ. If I fail to notify Empire Trade Head Office within this period, and the staff account then incurs a debit balance, I agree to reimburse Empire Trade for the funds owing.

.....  
Signature of Account Holder

.....  
Date

Office use only

☐ Membership Application received

Approved by .....

☐ Deposit cheque received

Date .....