

Payroll Direct Deposit Instructions

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

EMPLOYER INFORMATION (Please print clearly)

Name of your employer

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

EMPLOYEE INFORMATION (Please print clearly)

<input type="text"/>		<input type="text"/>		
Employee Name		Department (If applicable)		
<input type="text"/>				
Home address				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
City	Province	Postal code	Home phone	Cell phone
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Permanent address (if different from above)		City	Province	Postal code

EMPLOYEE BANK ACCOUNT INFORMATION (Please print clearly)

<input type="text" value="Assiniboine Credit Union"/>	<input type="text" value="8"/> <input type="text" value="7"/> <input type="text" value="9"/>	<input type="text"/>
Institution	Number	Branch transit No.
<input type="text"/>		
12 digit account number		
<input type="text"/>		
Branch address		

For a list of ACU branch transit numbers, visit our website:
<https://www.assiniboine.mb.ca/Tools-And-Advice/Help/FAQs/Branch-Transit-Numbers/>

I am advising the company to set up my payroll direct deposit as indicated above. I understand that Assiniboine Credit Union is not responsible for verifying these payments to my account. I will notify my employer promptly in writing if I close or make other changes to my account.

AUTHORIZED BY

<input checked="" type="checkbox"/>	<input type="text"/>
Applicant's signature	Date (MM/DD/YYYY)

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.