

Direct Deposit Authorization

PB Staffing pays its employees by Direct Deposit in to your bank account. Do the following:
a) Fill out this form and sign where applicable b) scan & email this form & void cheque to *nima@pbstaffings.com*. Please be informed that your account information will be held confidential and is accessible only by the payroll processing department.

PLEASE PRINT CLEARLY

1 PERSONAL

FULL NAME: _____ GENDER: _____
 SIN NO(*required*): _____ EXPIRY DATE: _____ (*if applicable*)
 DATE OF BIRTH(*required*): _____
Year Month Day

MAILING ADDRESS:

STREET: _____ CITY: _____ PROVINCE: _____
 POSTAL/ZIP CODE: _____ HOME/CELL NO: _____
 EMAIL ADDRESS: _____

2 BANK/FINANCIAL INSTITUTION

INSTITUTION NO (3):

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BRANCH/TRANSIT NO (5)

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ACCOUNT NO (7):

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I _____ hereby authorize **PB Staffing Solutions** to make a direct deposit directly to the account described above until notice in writing to stop direct deposit and cancel authorization. *It is your responsibility to notify us if your banking information changes. The authorization must be signed by the signing authority required on the account.*

CONDITIONS AND COMMITMENT: *Three months would be probation period and employer can terminate or dismiss employee's position without any notice. After probation period one week notice required from both parties.*

Applicant Signature: _____ *Date:* _____

3 OFFICE USE ONLY:

EMPLOYEE ID NO: _____ HIRING DATE: _____
 HOURLY RATE: _____ PAY FREQUENCY: _____
 HIRING BRANCH: _____ POSITION: _____

Recruiter Signature: _____ *Date:* _____