Calgary Board of Education

New Employee Direct Deposit Registration Form

Instructions:
Complete this form to set-up your direct deposit account. Once completed, please return this form to your CBE recruiter.

Section 1: Employee Information					
First Name:		**Middle Name:**		**Last Name:**	
Employee ID: (if known)		**Street Address:**			
City:		**Province:**		**Postal Code:**	

Section 2: Direct Deposit Routing Numbers

- *Attach a copy of a void cheque or take the form to your financial institute for verification for a savings account.*
- *All employees may request deposit of their pay in up to **two** bank accounts. **Please indicate the split according to a dollar or a percentage amount of your net pay total (see below).***

Have this information completed by your financial institution(s):

1. _____
Name of Financial Institution

_____ _____ _____
Address of Financial Institution *Postal Code* *Phone Number*

_____ _____
Signature of Institution Officer *Date*

2. _____
Name of Financial Institution

_____ _____ _____
Address of Financial Institution *Postal Code* *Phone Number*

_____ _____
Signature of Institution Officer *Date*

1.

Branch No.	*Inst. No.*	*Account No.*

2.

Branch No.	*Inst. No.*	*Account No.*

$*_____ *OR
_____ ***% of net pay***

Balance of net pay

Section 3: Applicant's Declaration

I, as the person entitled to receive pay from the Calgary Board of Education, hereby acknowledge that the Calgary Board of Education will deposit, until further notice, my pay into my account, as noted herein, by means of direct deposit.

Employee Signature:		**Date:**	

Personal information is collected under the authority of Alberta's Freedom of Information and Protection of Privacy Act (FOIP). This information will be used for the management of personnel and for the delivery of Human Resources programs at the Calgary Board of Education. It will be treated in accordance with the privacy protection provisions of FOIP. If you have any questions about this collection of personal information, please contact a HR Employee Contact Centre Representative at 403-817-7333 to direct your question.