

Direct Deposit Sign Up *Employee Registration Form*

Dear Employee:

Beginning **April 1, 2014** it will be mandatory that all Health PEI employee's sign up for Direct Deposit Payments for reimbursements received through Accounts Payable(travel, Cont'd Education etc). **This is not Payroll related**. Direct deposit will benefit the Departments by reducing costs and activities associated with generating cheques.

Benefits, to you as a employee, of receiving payments through direct deposit include:

- ▶ you will have immediate access to funds, versus waiting for cheques to be delivered by mail
- ▶ **direct deposit reimbursements are done twice a week**
- ▶ a reduction in time you spend depositing cheques

Employee Information

First Name

Middle Name

Last Name

Do you want to receive cheque detail by e-mail notification? yes no

Note: If email notification box is checked "NO", please retain a copy of your Reimbursement Request for your records.

E-mail:

Employee #:

Facility:

Department:

Tel (office):

Tel (home):

Attach Void Cheque Here

or

Provide Banking Information Verification
(a signed copy of the form can be obtained at your local bank branch)

Send this completed form to:

Donna McAleer
Health PEI
Accounts Payable Department
16 Garfield St/PO Box 6600
Charlottetown, PE C1A 8T5

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