Direct Deposit Sign Up
Employee Registration

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 daily**
- 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? O yes O no **Note: If email notification box is checked "NO", please retain a copy of your Reimbursement Request for your**		
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 or through online banking)
Hand written banking information will not be accepted

Send this completed form to:

Teresa Penny
Health PEI
Accounts Payable Department
KCMH/PO Box 6600
Charlottetown, PE C1A 8T5

Tel: (902) 620-3156
Fax: (902) 368-6136
E-mail: tapenny@ihis.org