Please accept these instructions to automatically deposit payment into my bank account as outlined below.

**PERSONAL INFORMATION FOR DIRECT DEPOSIT**

|  |  |
| --- | --- |
| First NameClick or tap here to enter text. | Last NameClick or tap here to enter text. |
| AddressClick or tap here to enter text. |
| CityClick or tap here to enter text. | ProvinceChoose an item. | Postal CodeClick or tap here to enter text. |
| Email AddressClick or tap here to enter text.  |

**BANKING INFORMATION**

|  |
| --- |
| Bank AddressClick or tap here to enter text. |
| CityClick or tap here to enter text. | ProvinceChoose an item. | Postal CodeClick or tap here to enter text. |
| Transit NoClick or tap here to enter text. | Institution No.Click or tap here to enter text. | Account No.Click or tap here to enter text. |

I authorize the CEU to make direct deposits to the account listed above.

I will notify the CEU in writing to accounting@ceu.bc.ca if (1) I close this account, (2) or I wish to rescind this authorization, (3) or I need to change my banking information. When doing so, I will provide the notification of change at least one week before submitting an expense reimbursement form. I will also annotate my subsequent expense reimbursement form indicating there has been a change to my banking information.

**AUTHORIZED BY:**

|  |  |
| --- | --- |
| First and Last NameClick or tap here to enter text. | DateClick or tap to enter a date. |
| Provide either: (1) Signature or (2) Check-Box to the right indicating authorization is granted by way of email: [ ]  |

**Send competed form to** **accounting@ceu.bc.ca**