

Dear Sir/Madam,

The Saskatchewan School Boards Association has implemented Direct Deposit Electronic Funds Transfers for supplier payments. We will deposit directly into your bank account and email the direct deposit statement with the details of the payment. Direct deposit is a safe method of receiving payment with no mail delivery delay or extra trips to the bank.

If you are interested in participating, please provide the following information:

Name: _____
Mailing Address: _____
City: _____ Province: _____ Postal Code: _____
Phone: _____ Fax: _____
Email: _____
(used for statement delivery)

I/we hereby authorize and request the Saskatchewan School Boards Association to credit payments due to me/my organization, until cancelled in writing, to the account with the financial institution specified below.

Approver's Name: _____
Position: _____
Signature: _____ Date: _____

Financial Institution Information:

- ☐ As per attached void cheque (*The payee's name and address and account information should be pre-printed on the cheque.*)
- ☐ As per banking information (*Attach a letter or obtain a stamp from your financial institution verifying the following information.*)

Financial institution stamp:

Name: _____
Mailing Address: _____
City: _____ Province: _____ Postal Code: _____
Phone: _____

Bank number				Transit number				Account number													

Please return completed form to: finance@saskschoolboards.ca or to the address above.

SSBA Use Only:

Date received: _____
Date entered: _____ Initials: _____
Date reviewed: _____ Initials: _____