



**P.O. BOX 5312, STATION B  
VICTORIA, B.C. V8R 6S4  
Phone: (250) 381-3168  
Toll Free Fax: (866) 618-3848**

**MANDATORY - DIRECT DEPOSIT AUTHORIZATION FORM &  
NEW EMPLOYEE FORM**

V.S.I. solely uses direct deposit. Therefore, you are required to fill out and return this form in order to be paid.

New: \_\_\_\_\_ Update: \_\_\_\_\_

**Personal Info**

Employee Name (first and last): _____	M or F
Address & Postal Code: _____	
Home Phone: _____	SIN: _____
Birthday (MM/DD/YYYY): _____	Email: _____

**Bank Info**

Bank Name: _____
Transit Number (5 digits): _____
Bank Number (3 digits): _____
Account Number: _____

**Please attach a void cheque with this form. If no cheque is attached, the employee assumes responsibility for any errors and illegible text.**

**Authorization**

I hereby authorize Victoria Stage Inc. to deposit my income directly into the bank account indicated above and keep this authorization sheet on file.	
_____	_____
Signature	Date