



**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): _____

Address: _____

City: _____ Province: _____ 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 to keep this authorization sheet on file.

Signature

Date