



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 (DD/MM/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