

ELF.online DIRECT DEPOSIT



It's Easy!

Instead of receiving a cheque each pay period, you can have your pay deposited directly into your personal account in the financial institution of your choice. Direct Deposit can help make your money management more convenient and assure you of receiving your funds on time.

It's Automatic!

Using Direct Deposit, you will receive a pay statement each pay period detailing your earnings and deductions. Your funds will automatically be deposited into the account you've chosen: a savings account, chequing account or joint account. You can even make arrangements with your local bank branch to have automatic transfers made to other accounts.



RETURN TO:

PAYROLL DEPARTMENT

DIRECT DEPOSIT BENEFITS

IT'S CONVENIENT

If you happen to be ill, away on vacation, out of town on business or working shifts, you'll enjoy the convenience of Direct Deposit. On rainy days or busy days, there's no need to rush to the bank — your money is already there.

IT'S SECURE

There's no cheque to be lost or stolen. The problems and delays in requesting a replacement are avoided.

IT'S CONFIDENTIAL

Your funds are deposited directly into your personal deposit account, so your pay is kept confidential.

HERE'S HOW IT WORKS

You authorize your employer and Middle Earth Technologies to deposit your pay directly into your personal account with any financial institution in Canada.

Simply complete the attached Authorization Form, attach a cheque marked "VOID" to ensure that your account numbers are correct and return the form to your payroll department.

That's all there is to it!



EMPLOYEE DIRECT DEPOSIT AUTHORIZATION FORM

Employee Name	Employee #
Bank or Financial Institution (F.I.)	
Bank/F.I. address	Bank/F.I. postal code
Transit Number	F.I. #
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Account Number	
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Amount of deposit: <input type="checkbox"/> Net pay	

I authorize my employer and Middle Earth Technologies to deposit my pay to the above account.

Signature: _____

Date: _____

Please attach a cheque marked "VOID" and return this form to your payroll department for processing.

For deposit to a savings account, please provide verification of the account and transit number of your branch (ask your bank or F.I. representative for assistance).