

How to set up Direct Deposits or Pre-Authorized Payments

To sign up for direct deposit or allow pre-authorized payments, you will need to fill out this form with your banking information. Before filling out this form, make sure that you collect all the necessary information, including your financial institution and account numbers. Upon completion, submit the form to the company initiating the pre-authorized payment or direct deposit along with their application.

How to find your account information online:

- Log in to your online banking. You should land on the account “Account Summary” page.
- Click on the account you wish to use for pre-authorized payments or direct deposit, then select “Account Details.”
- Your 10-digit account number appears after the account name and should be entered without dashes or spaces

How to find your account information on a personal cheque:

Name

Street Address

City

Province/Territory

Postal Code

Banking Information

Branch Address

Transit

Institution Number

Account Number

Date

Member Signature

Date

Member Signature