

**Swab Master Ltd.**

**Direct Deposit**

Employee Name: \_\_\_\_\_

Swab Master pays employees by direct deposit only. If you wish to have your direct deposit stub e-mailed to you can provide us with your e-mail address, otherwise paystubs will be given to your rig operator or left at the shop for you to pickup.

Yes, I want my paystubs emailed to me: \_\_\_\_\_  
(email address)

The information on this form has been provided for the sole use and benefit of Swab Master Ltd.

In order to implement the direct deposit program, you must attach a **void cheque** to this form. If you cannot provide a void cheque, please have a Bank Officer complete, sign and stamp the following:

Bank Name: \_\_\_\_\_

Bank/Institution Number: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Transit/Branch Number: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Account Number: \_\_\_\_\_

Bank Stamp:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Bank Officer Signature

Date: \_\_\_\_\_

*Payroll information **must** be received one week prior to payday in order for direct deposit to be processed. If you have any questions, do not hesitate to contact the payroll department.*



## Additional Bank Account Option

August, 2014 (Incorporated Date)

### TO ALL EMPLOYEES - PAYROLL

You have the **option** to have your banking institution set up a savings account besides your regular direct deposit account or use an already existing savings account, and payroll can set a flat amount or a percentage of your direct deposit into this extra account to allow you to save money. Some employees already have a second account which they use to accumulate some monies to set aside for when they take a vacation or to buy something you want to save for.

As an **example**, if you wanted \$200.00 every month to go to a savings account, we would split it so that \$100.00 of your advance pay and \$100.00 of your month end pay would go into this other account. Unfortunately we cannot pull this amount from just the month end pay. Once you set it for the amount you want, it pulls on every pay run. But you can pick whatever amount you would like to go into this new account. If you only want \$50.00 we would split that in two for \$25.00 for each pay.

If you pick a percentage instead as an **example**, if you wanted 10% every month to go to a savings account, we would split it so that 5% of your advance pay and 5% of your month end pay would go into this account. Your choice.

If this is an option you would like to choose, you only have to go to your banking institution and request a new account and a slip from the bank to hand into payroll so the correct account information is set up properly. This slip is also required if you want to use an existing savings account.

Thank you and if you have any question please feel free to contact Marj at the Office at any time.

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Marj Baillie – Office Manager/Payroll Administrator