



## 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, you can provide us with your email address; otherwise, paystubs will be given to your rig operator or left at the shop for you to pick up.

**Yes, I want my paystubs emailed to me:** \_\_\_\_\_  
(e-mail address)

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

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 for the direct deposit to be processed. If you have any questions, do not hesitate to contact the payroll department.*



## **Additional Bank Account Option**

TO ALL EMPLOYEES – PAYROLL

You have the option to have our banking institution set up a savings account besides your regular direct deposit account. Or you can 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 that they want to save for.

As an example: If you wanted \$200 every month to go to a savings account, we would split it so that \$100 of your advance pay and \$100 of your month-end pay would go into this other savings 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, we will split that in two for \$25 each pay.

If you pick a percentage instead, as an example: If you wanted 10% every month to go into a savings account, we will 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 must go to your banking institution and request a new account and a slip from the bank to hand in to payroll, so the correct account information is set up properly. The slip is also required if you want to use an existing savings account.

If you have any questions, please feel free to contact Marj at the office at any time. Thank you!

Marj Baillie – Office Manager / Payroll Administrator

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