

# Scotiabank Switch Kit\*

## Step 3:

### Transfer your Payroll deduction by using this form.

*If your employer deposits your pay directly to your bank account, please complete this form and submit it to your employer. It provides your new account information and important change-over date.*

### Payroll Deduction Authorisation Form

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

Company Name/Address: \_\_\_\_\_

\_\_\_\_\_

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

Employee Number: \_\_\_\_\_

**Please change my direct payroll deduction to my new bank account. Please ensure that the first deposit to my new bank account can be made on/near the date requested below. If this cannot be accommodated, please let me know immediately.**

Please accept this as your authority to lodge my salary directly into the Bank of Nova Scotia, location \_\_\_\_\_ transit # \_\_\_\_\_ for credit to my bank account # \_\_\_\_\_ commencing \_\_\_\_\_ (date).

This arrangement should not be cancelled without the approval of the said Bank.

\_\_\_\_\_  
(Employee's signature)

\_\_\_\_\_  
(Date)