



## Direct Deposit Payment Request Form

**Check one only**

To Start Direct Deposit

To Change Information on Direct Deposit

Full Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ Postal Code \_\_\_\_\_

**1. Sign this form authorizing payment by direct deposit to your account.**

I hereby authorize direct deposit to the account designated below. I understand that the information provided herein will be used by the Government of Saskatchewan for the purposes of payment processing and accordingly is available to all departments of the Government of Saskatchewan for such purposes. Further, I understand that this agreement may be cancelled at any time by myself or the Government of Saskatchewan by written notice.

Signer's Name \_\_\_\_\_ Title \_\_\_\_\_  
(please print) (please print)

Authorizing Signature \_\_\_\_\_ Telephone Number \_\_\_\_\_

**2. Please do A or B: (A is preferable, unless we are paying to a non-chequing account)**

A) Attach a current blank company cheque or photocopy marked "Void". The payee's name and address

**Or**

B) Have **an official from your financial institution** provide the following information regarding your

Branch	Institution	Account Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

\_\_\_\_\_  
Name and Address of Financial Institution

\_\_\_\_\_  
Financial Institution Official's Signature and Stamp

**Please fax to (306) 787-7227**

**For  
Office  
Use Only**

Supplier Site Name \_\_\_\_\_

Date Received in Finance \_\_\_\_\_ Received by \_\_\_\_\_

Date Entered on MIDAS \_\_\_\_\_ Entered by \_\_\_\_\_