

High Prairie School Division Payroll Information*

Full Legal Name _____ Job Location _____
Physical Address _____ Position _____
Mailing Address _____ First Day Worked _____
Postal Code _____ Home Phone _____ Cell Phone _____
Email Address _____ Social Insurance # _____
Sex _____ Marital Status _____ Birth date (YYYY/MM/DD) _____

In order to administer payroll and employee benefits, High Prairie School Division No.48 is required to collect personal information for you and your eligible dependents. Only information necessary to perform these duties will be disclosed. By signing below, you consent to the collection, use and disclosure of personal information as required.

Electronic Pay Distribution

Your pay can be distributed to several different accounts and/or several different banks. It can be split by flat amounts or by percentages. **All information must be completed for each bank and each account number. A void cheque or bank deposit information slip provided by the financial institution MUST be provided for each account.**

Use more than one form if required.

Bank Name: _____ Account No: _____

Bank Address: _____

Deposit Type: ☐ Amount \$ _____ (F)
☐ Percent _____ % (P)
☐ Balance _____ (B)

Bank Name: _____ Account No: _____

Bank Address: _____

Deposit Type: ☐ Amount \$ _____ (F)
☐ Percent _____ % (P)
☐ Balance _____ (B)

Date: _____ Signature: _____

*Current employees requesting banking changes – Complete only name, address and bank information, then date and sign the form.