



# Vancouver Island North School District No.85

PO Box 90, Port Hardy, B.C. Canada V0N 2P0  
Tel: (250) 949-6618 ~ Fax: (250) 949-8792

*“Bringing Learning to Life!”*

## ANNOUNCING... PAYMENTS VIA DIRECT DEPOSIT

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- Direct deposit to your bank account
- No more cheques lost in the mail or misplaced
- Payment details e-mailed to you

To take advantage of this convenient service, please provide the following:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ Fx #: \_\_\_\_\_

\_\_\_\_\_ Accounting dept. name & number: \_\_\_\_\_

\_\_\_\_\_

1. Bank name & address, branch transit number and account number. These can be submitted by attaching either a
  - Void cheque or
  - Banking details as supplied by your bank, for direct deposit
2. An e-mail address for payment notification: \_\_\_\_\_
3. Authorized signatory: \_\_\_\_\_  
PLEASE PRINT NAME
4. Signature: \_\_\_\_\_

We look forward to your response and hope you will consider taking advantage of this paperless convenience. If you should have any questions or concerns, please don't hesitate to contact me.

Sincerely,