



The information indicated on this form is confidential and will be used solely for the purpose of depositing your payment directly into your bank account. We will not release this information for any other purposes. If you have any questions or concerns, please contact Volunteer Alberta directly.

Completion of ALL fields is mandatory. Incomplete forms will not be processed.

INSTRUCTIONS:

- Volunteer Alberta (VA) requires you to submit a valid VOID cheque. If any information has changed (e.g. name of organization, banking institution etc. please make sure those are reflected or you will not receive your payment)
- Funds will only be deposited into ONE bank account.
- Funds can only be deposited in the name of the person or company who CURRENTLY receives the cheques from VA.
- Please return the signed form to VA for processing.

Part 1: Party Authorized to Receive Payment

Trade Name & Legally Incorporated Name (Company)		Last Name (Individuals)	First Name (Individuals)
Address		City/Town	
Province	Postal Code	Telephone Number (Include area code)	
Email address (please use email of whoever the payment remittance notice should be sent to)			

I authorize Volunteer Alberta to make all payments due to me by electronic deposit to the below account.

Dated _____

Signed _____

Part 2: Bank Information See sample cheque below to complete the following information.

Name of Bank		Bank Address	
Account Type (please Check one)	Transit/Branch Number	Institution Number	Account Number
Checkings <input type="checkbox"/> Savings <input type="checkbox"/>			

