



District 25 Ottawa-Carleton

# DIRECT DEPOSIT PAYMENT FORM

The following information is required to ensure you receive our payment accurately and on-time.

Please be advised that the information below **must be fully completed**.

<b>Bargaining Unit (BU):</b>	
<b>Name of Account Holder and Council:</b>	
<b>Contact Persons:</b> <b>Branch President:</b> <b>Treasurer:</b>	
<b>School / Location:</b>	

## PAYMENT INFORMATION

To ensure the accuracy of information, **you should attach a VOIDED cheque**.

If you do not have a blank cheque, please complete the following account information:

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**Bank Code**

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**Transit Number**

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**Account Number**

<b>Name of Financial Institution:</b>	
<b>Address of Financial Institution:</b>	
<b>Account Name (as appears on cheque):</b>	

The contact person will be notified via GEM once the transfer is complete. Please be advised that electronic payments take up to 24 hours to appear in your account.

If you have any questions or concerns regarding this form, please contact **Jennifer Haight**, Office Manager, OSSTF District 25 at 613.729.7211 or via GEM.