

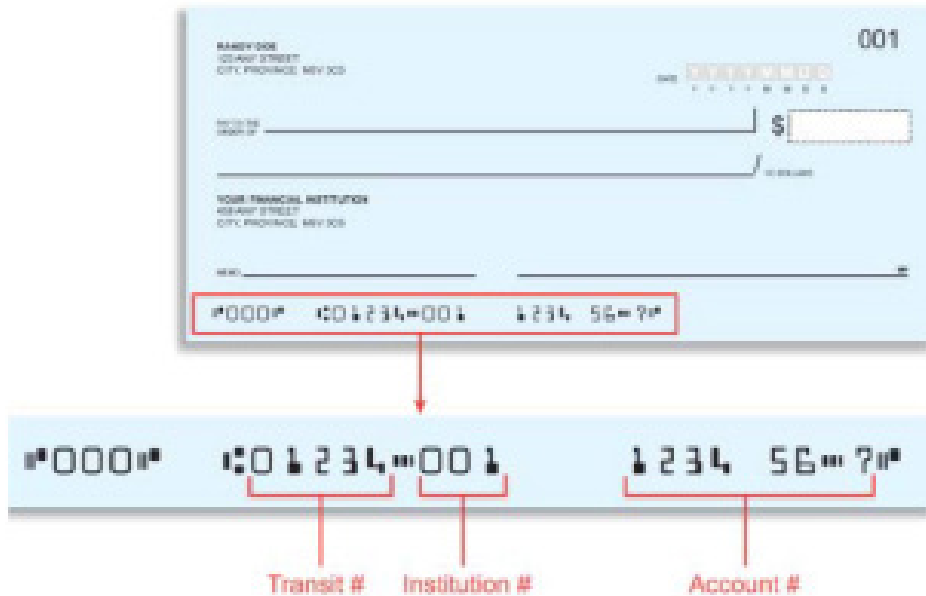
Direct Deposit

Canada

Complete the form below and return with a voided cheque via email to payroll@creativecircle.com or fax to (323) 930-2366. Please include a voided cheque for each account not a deposit slip. Following these steps will ensure your direct deposit is successful and you are paid correctly. Once you first sign up for direct deposit, there is a 10-14 day processing time frame for the direct deposit to go into effect. Cheques going out via direct deposit will hit on Friday, pending the timely approval of your timecard.

ACCOUNT INFORMATION

Make sure to indicate the amount to be deposited, if less than total net pay. Below is a sample cheque detailing where the information necessary to complete this form can be found.



Direct Deposit Enrollment Form



Canada

Full Name	Social Insurance #
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PRIMARY

Bank Name

City/Town	Province
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Transit #	Institution #	Account #
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I wish to deposit \$ _____ or Entire net amount

OPTIONAL

Bank Name

City/Town	Province
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Transit #	Institution #	Account #
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I wish to deposit \$ _____ or Entire net amount

Consent for Direct Deposit

I hereby authorize Employer, either directly or through its payroll service provider, to deposit any amounts owed me, by initiating credit entries to my account at the financial institution (hereinafter "Bank") indicated on this form. Further, I authorize Bank to accept and to credit any credit entries indicated by Employer, either directly or through its payroll service provider, to my account. In the event that Employer deposits funds erroneously into my account, I authorize Employer, either directly or through its payroll service provider, to debit my account for an amount not to exceed the original amount of the erroneous credit.

This authorization is to remain in full force and effect until Employer and Bank have received written notice from me of its termination in such time and in such manner as to afford Employer and Bank reasonable opportunity to act on it.

Electronic Signature	Date
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