

# DIRECT DEPOSIT

**NOW** — Instead of sending you a cheque, we are arranging a new direct deposit system. Your payment will be deposited directly into your personal account in the financial institution of your choice. Direct Deposit can help make your money management more convenient and assure you of receiving your funds on time.

**It's Convenient** — If you happen to be ill, away on vacation, out of town on business or working shifts, you'll enjoy the convenience of Direct Deposit. On rainy days or busy days, there's no need to rush to the bank — your money is already there.

**It's Assured** — No matter where you live in Canada, postal or transportation disruptions will have little chance of delaying your payments.

**It's Secure** — There's no cheque to be lost or stolen. The problems and delays in requesting a replacement are avoided.

**It's Confidential** — Your funds are deposited directly into your personal deposit account, so it's kept confidential. If you don't want banking information such as account statements or returned cheques mailed to your home, simply instruct your branch to direct them elsewhere.

**It's Free** — There is no extra charge for this service. In fact, many financial institutions permit one free cheque for each payroll deposit made, so banking costs may even be reduced.

## How Direct Deposit works

**You** — Authorize us to deposit your payment directly into your personal account with any financial institution in Canada by completing the attached enrolment form. To ensure that your account numbers are correct, please enclose a sample personalized deposit slip, or cheque marked "Void". If this is not possible, your bank branch can assist you in completing the account information.

**We** — Provide your bank account information to Canadian Imperial Bank of Commerce (CIBC), together with the amount to be deposited.

**Note: A voided cheque must accompany this form.**

**Our Bank** — CIBC will use their computers to deposit your payment directly into your account if your account is with them. If your account is with another financial institution, CIBC gives them the necessary information, and they will deposit the payment to your account. THAT'S ALL THERE IS TO IT.

## Questions you may have

**Q** Must my account be with CIBC?

**A** Banking with CIBC may offer some advantages, but if you wish, the company can arrange through CIBC to have your money directed to any financial institution in Canada . . . other banks, trust companies, credit unions or caisses populaires.

**Q** How will I know how my payment is calculated?

**A** You will continue to receive a payment statement just as you do now.

**Q** Can my payment be divided and deposited to more than one account?

**A** Your entire payment will be deposited to one account. However, you can make arrangements with your local branch to make automatic transfers to other accounts.

**Q** What do I do when I need cash?

**A** Simply write a personal cheque for the amount you need and visit your bank at your convenience. You may be able to make arrangements with your branch to utilize a 24 hour automatic banking machine for cash withdrawals and other routine transactions.

**Q** Can a joint account be used?

**A** Yes, any type of savings or chequing account can be used. In fact, a joint account can be of extra convenience if you are away from home a great deal. If shared with a spouse, your husband or wife can still have access to the money.

TEAR HERE  
ATTACH GUMMED EDGE HERE

REQUEST FOR PAYMENT BY DIRECT DEPOSIT												
NAME												
ADDRESS												
INFORMATION FOR PAYROLL PURPOSES												
SOCIAL INSURANCE NUMBER												
EMPLOYEE NUMBER						DEPT./BRANCH NO.						
ORGANIZATION / COMPANY NAME												
IS HEREBY AUTHORIZED AND REQUESTED TO CREDIT PAYMENTS DUE ME TO MY ACCOUNT WITH THE FINANCIAL INSTITUTION DESIGNATED BELOW, UNTIL CANCELLED BY ME IN WRITING:												
SIGNATURE						DATE						
PLEASE ATTACH A SAMPLE PERSONALIZED DEPOSIT SLIP OR CHEQUE MARKED "VOID". IF THIS IS NOT POSSIBLE YOUR BANK BRANCH CAN ASSIST YOU IN COMPLETING THE ACCOUNT INFORMATION.												
BANK OR FINANCIAL INSTITUTION												
BRANCH ADDRESS												
CITY						PROVINCE						
0	BANK NUMBER			TRANSIT NUMBER								
ACCOUNT NUMBER												
REMOVE FIRST SECTION BY TEARING ALONG PERFORATED LINE. MOISTEN GUMMED EDGES AND FASTEN TO OPPOSITE PAGE TO FORM A RETURN ENVELOPE. REMEMBER TO ENCLOSE A SAMPLE OF YOUR PERSONALIZED DEPOSIT SLIP OR CHEQUE MARKED "VOID".												