Clear Fields

Payroll Direct Deposit & Pre-Authorized Payment Form

This form provides account information in place of a voided cheque for arranging direct deposits and pre-authorized payment.

Direct Deposit: Your payroll is automatically deposited to your Vancity account.
Pre-authorized Payment: Your bills are automatically paid from your Vancity account. (Ex. Hydro, and subscription services)

Member Information		
Full Name or Business Name		
Street Address		
City / Town	Province	Postal Code

Banking Information
Name of Financial Institution **Vancity Credit Union**
Branch Address

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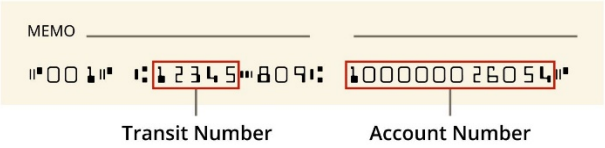
Transit Number | Institution Number | Account Number

Authorized Signature	
This form contains sensitive financial and personal information. I understand that Vancity is not responsible for verifying these payments to my account. I will notify the Company promptly in writing if I close or make other changes to my account.	
Member Signature X	Member Name Date (yyyy-mm-dd)

Ways to find your branch address, transit number, and account number:
You can find your branch's information https://www.vancity.com/Branch or on your cheque.

Online banking
In Account Summary, account numbers are displayed after the account name. Select the account you'd like your direct deposit or pre-authorized payment set up on. On the Account Activity page, click "More Details" to see your transit number.

Mobile App
In Accounts, select the account you want your direct deposit or pre-authorized payment set up on. Select "Account Details" to the right of your account balance to find your transit number and account number.

On a cheque