



Fort La Bosse School Division

523 Ninth Avenue South – P.O. Box 1420, Virden, MB ROM 2C0
Telephone: (204) 748-2692 Fax: (204) 748-2436
www.flbsd.mb.ca - Email: flbsd@flbsd.mb.ca

PAYROLL – DIRECT DEPOSIT

All salaries and wages will be paid only by direct deposit to employees bank accounts.

The direct payroll deposit can be made to any chartered bank, credit union or trust company chequing or savings account.

All employees will receive a sealed payroll voucher which will itemize all payroll earnings and deductions for each payroll period.

Please complete this form and return it to the Payroll Department, Fort La Bosse School Division, Box 1420, Virden, MB ROM 2C0 along with a blank voided imprinted cheque if you want your payroll deposit made to a chequing account. If you want your payroll deposit made to a savings account please verify your savings account number recorded below with your bank, trust company or credit union.

Name: _____

School: _____ Position: _____

Bank, Credit Union or Trust Company:

Branch: _____

Address: _____

Account No.: _____

(Please include ALL zeros)

Chequing: _____

Savings: _____

Effective Date: _____