



At the request of a Lower Kootenay Band Member, payments can be made directly into the Members's bank account by e-transfer or electron funds transfer. The type of payment is at the discretion of LKB. Please submit the completed form to the Finance Department. It is your responsibility to ensure that all bank account information is correct.

MEMBER INFORMATION

MEMBER FIRST NAME:	MEMBER LAST NAME	MIDDLE INITIAL	
MAILING ADDRESS	CITY	PROVINCE	POSTAL CODE
EMAIL ADDRESS FOR e-transfers		EMAIL ADDRESS FOR PAYMENT NOTICE	

NEW EFT ARRANGEMENT

CHANGE AN EXISTING EFT ARRANGEMENT

To set up EFT (direct deposit):

- Your name must appear on the financial institutional account
- The bank account number you provide must be with a branch of a Canadian financial institution
- We need a sample void cheque or the following account information completed
- All information must be provided and you must sign this form

EFT (direct deposit) set-up:

- LKB will use the banking information you provided for all future electronic funds transfers including honoraria, travel reimbursements, and other payment types.
- In the event that LKB may be legally obligated to withhold any part of your payment, you agree that LKB shall have the authority to immediately terminate any EFT or e-transfers made under this authorization.
- It is your responsibility to provide correct and current financial institution and account information to LKB.
- If LKB is unable to process an EFT or e-transfer to your account, you will receive payment in the form of a cheque.
- Lower Kootenay Band may initiate a reversing entry to recall a duplicate or incorrect payment amounts which were previously initiated, in accordance with the Canadian Automated Clearing House Association rules
- All direct deposit requests must be made to LKB Finance, which are subject to approval.
- All change requests must be made at least 5 days in advance of the processing of payment.
- This authority is in force until written notification is received from you regarding the termination of the Direct Deposit service by Lower Kootenay Band for any reason. This authorization will not be in effect for any payments made on or after date of service termination.

FINANCIAL INFORMATION (print clearly)

Provide either a void cheque or the following information

Institution ID Number (3-digits)	For bank, trust company or credit union, please stamp here	
Transit ID Number (5-digits)		
Account Number (7 digits)		
Bank Name		
Bank Address	Teller Initials	Date

Member Signature	Date	Phone Number
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