

1. Employee Identification			
Employee Number		Effective Date:	
Last Name:		First Name	
2. Primary Account:		<p>Note: For All Direct Deposit Accounts</p> <ul style="list-style-type: none"> • For Checking account, attach a void check. • For Savings account, attach a copy of your account statement. <hr/> <p style="text-align: center;">Only Applicable for 2 Direct Deposit Accounts</p> <ul style="list-style-type: none"> • Specific amount is to be deposited in the Primary Account. • Any excess amount/remaining balance will be deposited in the Secondary Account. 	
Account Type:	<input type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Checking <input type="checkbox"/> Savings		
Bank Transit Number (5-Digits):	___ ___ ___ ___ ___ Institution Number (3-Digits): ___ ___ ___		
Account Number:	_____		
Deposit Type: <input type="checkbox"/> Total Net Pay <input type="checkbox"/> Specific Amount (only for multiple accounts): \$_____			
3. Secondary Account (only for Multiple Bank deposit): <input type="checkbox"/> New <input type="checkbox"/> Change			
Account Type:	<input type="checkbox"/> Checking <input type="checkbox"/> Savings		
Bank Transit Number (5-Digits):	___ ___ ___ ___ ___ Institution Number (3-Digits): ___ ___ ___		
Account Number:	_____		
Note: To offset the costs incurred by the corporation, a fee of \$0.50 (plus applicable taxes) will be taken from each paycheque. The actual deduction will occur on the next available pay.			
4. Pay Advice:			
<p>• All Canadian based active employees will receive the pay statement via the electronic version as a default option. For retirees who retired prior to January 1st, 2014, you will receive a paper copy statement as a default option. Should you have retired after January 1st, 2014 you will receive an electronic pay statement. We invite you to visit the Self Service tool on HR Connex (refer to note below).</p> <p>Note: You can change your settings at any time by updating your profile with the Self Service tool on HR Connex: HR Home>Pay & Compensation>Paperless Pay Statement Option. Except IAM Finance employees (for more details please refer to the IAM Clerical Collective Agreement)</p>			

Employee Signature: _____ Date: _____

INSTRUCTIONS:

I. Instructions on how to fill out the form:

- 1) Fill out your Employee Name and Air Canada Employee Number.
- 2) Use the Primary Account field if you have only 1 direct deposit account. Use the Secondary Account field only if you want to use 2 direct deposit accounts.
- 3) In Pay Advice Options field, select an option on how you would want to get notified about your pay.
- 4) Affix your signature and write the date today.

II. Changes to Accounts

Employee's responsibility

- 1) Ensure that the void cheque or the bank's Direct Deposit / Pre-Authorized Information Form is sent with the form
 - 2) Ensure that the Company has the correct information
 - 3) Ensure that the account is not closed until a paycheque has been deposited in the new account
- NOTE:** In order for expense claims (i.e. travel expenses) to be reimbursed via EFT (Electronic Funds Transfer) the ACF460A needs to be filled out and sent separately as indicated on the form.





III. Banking Information

Please refer to the legend below for your account details:



Transit number
de succursale
Institution Number
de banque
Account Number
de compte

Please send this form duly filled to the **Air Canada HR Connex Centre** via one of the following channels :

-  Email
hr.rh@aircanada.ca
-  Company Mail
YUL Zip 1400
-  Fax
1-855-845-2600
-  Mail
275 Avenue Viger E, Suite 400, Montréal QC H2X 3R7