



AUTHORIZATION FOR DIRECT DEPOSIT, PAY STATEMENTS AND T4'S

Payment of Earnings

The payment of salaries by the Board is made by direct bank deposit. Please ensure you have forwarded a void cheque or personalized bank deposit slip with the bank account coding for the account you wish your salary deposited to.

Pay Statements

The school district sends employee pay statements by email. The pay statements are also available in your school district on-line profile. If you have any questions or concerns accessing your pay statements, please contact payroll@wvschools.ca.

T4 Forms

The school district sends T4's either by hard copy in the mail or electronically to your school district email account. Employees must provide the employer with consent to send it electronically.

Please check mark and initial beside your response.

YES I authorize my T4 to be sent electronically _____

NO I wish to have it mailed to my home address _____

Name (printed) _____

Signature _____ Date _____