



# GREYSTOKE

Homes & Support Services Inc.



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## ANNOUNCEMENT

**October 24, 2011**

**To: All Employees – Greystoke Homes & Support Services Inc.**  
**From: Patricia Seaborn, Director of Operations – Lethbridge and Area**  
**Re: Direct Deposit**

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**Greystoke Homes & Support Services Inc.** is pleased to inform you that in partnership with CBI Home Health, we will be introducing direct deposit in the upcoming months.

You will continue to be provided with the same information you would have received with your paycheque stub, such as deductions at source and vacation pay information.

In order to implement this, we will require certain information from you. To ensure accuracy in entering information, we will require a void cheque or a statement from your bank detailing all of your account information, including Bank #, Transit # and Account #. The information required is detailed on the following page. Please provide this information to us as soon as possible, but not later than November 15, 2011.

Please contact Greystoke with your questions, suggestions or comments as we work together to implement direct deposit.

# Authorization for Direct Deposit - Employee Form

This authorizes Greystoke Homes & Support Services Inc. (the "Company") to send credit entries (and appropriate debit and adjustment entries), electronically or by any other commercially accepted method, to my (our) account(s) indicated below and to other accounts I (we) identify in the future (the "Account"). This authorizes the financial institution holding the Account to post all such entries.

## Account

Account Type (check one):  Checking  Savings

\_\_\_\_\_  
Employee Bank Name

\_\_\_\_\_  
Bank #

\_\_\_\_\_  
Transit #

\_\_\_\_\_  
Account #

*Please attach a void check here*

This authorization will be in effect until the Company receives a written termination notice from myself and has a reasonable opportunity to act on it.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Employee ID #

\_\_\_\_\_  
Date