

Northeastern Catholic District School Board

111 Burnside Drive
KIRKLAND LAKE ON P2N 1M9

Telephone: (705) 567-3327
Fax: (705) 568-8005

PAYROLL CHANGES

PLEASE SHOW ANY CHANGES TO BE MADE FOR PAYROLL; SIGN AND RETURN TO ADMINISTRATION OFFICE.

NAME: _____ DATE: _____
ADDRESS: _____ LOCATION: _____

BANK: _____
ACCOUNT NUMBER: _____

OTHER: _____

CHANGES MADE: _____

SIGNATURE: _____

NOTE: • CHANGES WILL **NOT** BE MADE UNLESS THEY ARE IN WRITING AND SIGNED.
• IF CHANGING BANK ACCOUNTS **ATTACH A VOID CHEQUE.**

IN ACCORDANCE WITH THE MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF
PRIVACY ACT, 1989, THE INFORMATION WILL BE USED ONLY FOR THE PURPOSES FOR WHICH
IT WAS COLLECTED.

Please forward to **Payroll Clerk at the Kirkland Lake point of service.**

Revised Jan 02 dd Cream