



Chippewas of Kettle & Stony Point First Nation

6247 Indian Lane

Kettle & Stony Point FN, Ontario, Canada N0N 1J1

ACCOUNTS PAYABLE NOTICE

If you are entitled to receive a payment or **future payment** from the Chippewas of Kettle & Stony Point First Nation, you can have these funds **deposited directly into your bank account** instead of getting a cheque.

All you need to do is provide us with the information on the attached form which will be held strictly confidential, 2 ID copies (status card + another), and a void cheque or bank deposit form. Upon processing, you will receive a remittance advice which details when you were paid, how much you were paid and why you were paid.

You will need to advise us if your information changes.

If after signing up, you decide that this option is not the best for you, simply contact the finance department in writing and we will respect your request.

We are striving to become paperless and it is environmentally helpful in the long run.

Should you require any more information, please contact:

CHIPPEWAS OF KETTLE & STONY POINT
SHANNON BRESSETTE, ACCOUNTS PAYABLE CLERK
Email: Shannon.Bressette@kettlepoint.org

Updated April 12/16



Chippewas of Kettle & Stony Point
Accounts Payable EFT
Direct Deposit Authorization Form

1. I, _____ authorize the Kettle & Stony Point Finance Department to electronically transfer funds into my account for accounts payable purposes.
2. I attach a voided cheque/bank deposit confirmation which includes the name of banking institution, transit and account number, or

 As a staff member I agree that my current payroll banking information may be used (_____).
Name of Bank (for file transfer purposes)
3. By checking this box, I give permission to share my address with the Membership Clerk for mailing purposes.
4. I agree this arrangement will remain in effect unless otherwise cancelled in writing.

Signature: _____
Print Full Name: _____
Phone#: _____
Email Address: _____
Mailing Address: _____

Date: _____

Please inform the Finance Department if your banking information changes.