

## **Bank Pay Out Request Form Instructions**

Updated: May 3, 2017

**Compatible with: FireFox, Internet Explorer, Chrome, and Safari – Mobile phone friendly**

1. Click [Bank Payout Request Form](#) – Requests to be submitted 7 days prior to pay day
2. In the form enter: Your name, email address, phone #, Program, Unit, Labour Class, Bank Selection, # of hours to be paid out, and Payout Date Requested.

### Bank Payout Request Form

Please submit request at least 7 days prior to pay day

**Your Name \***

FIRST Last

**Your Email Address \***

**Your Cell Phone # (best number to reach you at) \***

**Program \***


**Unit \***

**Labour Class \***

**Bank Selection \***

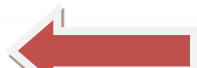
**# of hours to be paid out \***

**Pay Out Date Requested**



dd-MMM-yyyy

Pay day you want the pay out on



3. Press Submit for Bank Payout Request
4. You will receive an automated email indicating the request was submitted
5. When the request is processed you will receive an email confirming the same