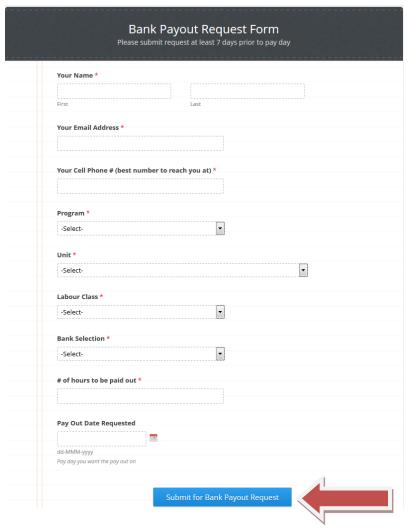# Bank Pay Out Request Form Instructions

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.



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