



MACHINISTS PENSION PLAN LODGE 692

## DIRECT DEPOSIT AUTHORIZATION

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### SECTION A: PENSIONER/PAYEE INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

SIN No.: \_\_\_\_\_ Phone No.: (\_\_\_\_) \_\_\_\_\_

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### SECTION B: BANKING INFORMATION

The following is required if you wish to have your payments deposited directly into your bank account:

- **For chequing accounts:** attach a void cheque.
- **For savings accounts:** attach an MICR Encoding (*a printout from your financial institution*).

**ATTACH “VOID” CHEQUE OR MICR ENCODING HERE.**

**Please ensure your void cheque/MICR Encoding meets all the requirements before returning this form (see reverse for checklist).**

Without the above items, Canadian Shop Ironworkers Pension Fund (the “Fund”) cannot deposit the payments into your account and you will receive your monthly payments by a printed cheque in the mail.

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### SECTION C: ACKNOWLEDGEMENT AND AGREEMENT

I hereby agree and acknowledge that:

1. the Fund deposit my pension payments directly to my bank account specified above;
2. any payments made after my death, or paid in error while alive, are trust funds to be held, in trust, for the benefit of the above-captioned pension Fund;
3. I may revoke or modify these instructions in writing at any time, to be effective upon receipt of the same by the Fund.

Signature of Pensioner: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_

Date: \_\_\_\_\_

**Please Turn Over**

## **DIRECT DEPOSIT CHECKLIST**

### **VOID CHEQUE**

- ☐ Pre-printed details (we cannot accept altered or handwritten information);
- ☐ Account must be in the your name (deposit cannot be made to third party accounts);
- ☐ Financial Institution Name and Address (Canadian Bank or Credit Union); and
- ☐ MICR coding at the bottom of the cheque (which confirms Bank, Transit and Account numbers for the direct deposit)

### **MICR Encoding**

- ☐ Must include all the above information; and
- ☐ Stamped and signed by the financial institution

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**You may take advantage of the direct deposit option offered by the Plan for the following reasons:**

1. Assurance that your pension payment will be credited to your account despite any disruptions in the postal service.
2. No need for you to make a special trip to deposit your cheque personally.
3. No losses of interest due to late deposit or while you are on vacation (if your account is interest bearing).

Please immediately notify the fund administrator of any change in your bank account or address.

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Please retain a copy of this form for your records and return original (a photocopy or faxed copy will be accepted but must be clearly legible) to:

### **ADMINISTRATOR**

Machinists Pension Plan, Lodge 692  
c/o Convyta  
501-4445 Lougheed Highway  
Burnaby BC V5C 0E4

Toll Free in BC: 1-844-565-6692  
Fax: (604) 433-8894  
Email: [Machinists692@convyta.com](mailto:Machinists692@convyta.com)