



# Direct Deposit Instructions

Weekly payroll is processed through the diary department of the Bank of NT Butterfield & Son Limited. Please provide the following:

- Your full name as shown on your bank account
- Your full account number

In order for us to process your pay, your timesheet must be in our office no later than 5.30 p.m. on Friday afternoon. If at any time you have any problems getting your timesheet signed by this time, please contact our office by 9.00 a.m. on the following Monday morning. Payroll is processed weekly; funds are available for use on the Tuesday or Wednesday depending on your banking institution.

**TIMESHEETS NOT RECEIVED ACCORDING TO THESE INSTRUCTIONS WILL BE PROCESSED THE FOLLOWING WEEK.**

Please complete your details below:

NAME

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BANK

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ACCOUNT NUMBER

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SIGNATURE

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