



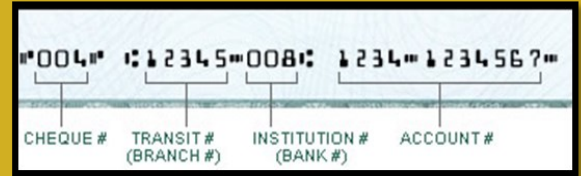
How to get signed up with P&H Direct Deposit

P&H direct deposit has an easy-to-use, secure sign-up process. All you need is some standard banking information to complete the application. There are two methods to set up direct deposit: 1) Online with DocuSign, a secure a secure online platform that we already use for P&H contracts, GPOs and other sensitive data and protected information. 2) By fax. Please continue to page 3 for instructions.

Documents Required

Before proceeding with filling out the forms online, please ensure you have the required banking information. You will require:

- A copy of a VOID Cheque or a letter from your bank confirming your banking details must be electronically attached. Banking information can be found on the bottom of your cheque.



Online Application Process

STEP 1: Click [here](#) - this link will take you to the *DocuSign* platform. Fill out your: **First and Last name** and **email**. Then click, **Submit**. You will receive an email indicating your application process has started.

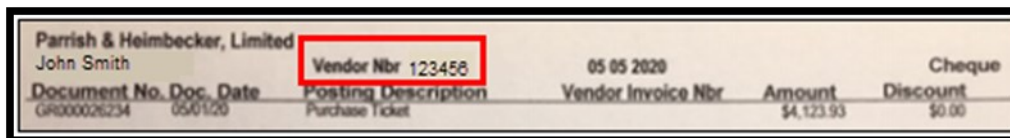
STEP 2: Fill in the required information in the form – please note the following:

A. Mandatory fields: The form will not submit if any of the required fields are left blank *with exception to* the Signing Date at the bottom as it automatically generates the date once signed.

B. Company Name: This is your P&H Account Name. If you do not have a Company Name, this will be your First and Last Name.

NOTE: If the company name on your bank account differs than how the company name appears in your P&H account, please email directdeposit@pandh.ca.

C. P&H Account #: If you are unsure of your P&H Account # refer to a prior settlement document or cheque stub:



NOTE: If you cannot find your P&H Account #, please contact your local P&H location.

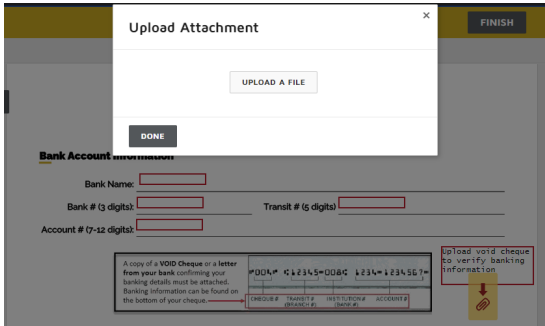
D. Contact Name: Who to contact if P&H has questions about this form.

E. Phone Number: Enter the phone number which you would like to be reached at if there are any questions regarding your application

F. **Email for settlements:** this should match the email on your P&H Account.

g. **Bank Account Information:** The banking details provided in this section must have backup (void cheque) verifying the information. Including Bank Name, Bank Number, Transit Number and Account Number.

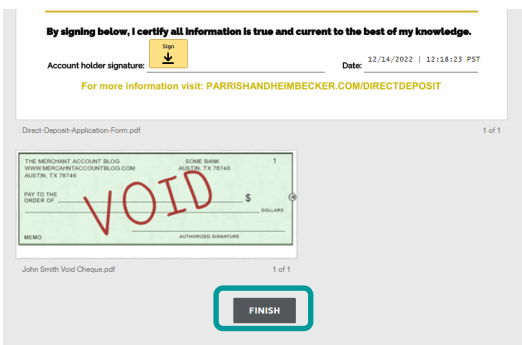
h. **Upload void cheque:** A void cheque must be uploaded to verify your banking details. Click on the 'Paper Clip' to open the upload attachment.



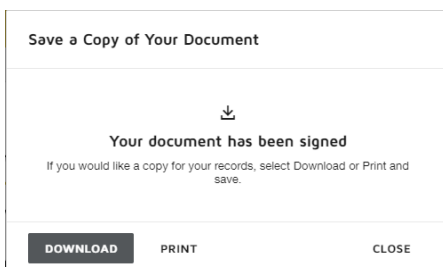
STEP 3: Once you have filled out and verified your information and uploaded your void cheque, press the **Click to Sign** button located in the yellow box at the bottom of the form. The date will automatically appear.



STEP 4: Once you clicked to sign, you can review the completed form and your void cheque. Then **scroll to the bottom of the page and click FINISH.**

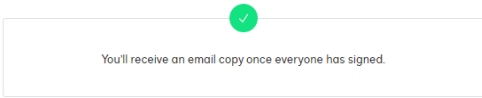


STEP 5: Once you've selected Finish, you can chose to save a copy of your document by Downloading or Printing. To skip this step, select **CLOSE.**



STEP 6: The sign up process is complete. You will receive an emailed copy of the document.

You've finished signing!

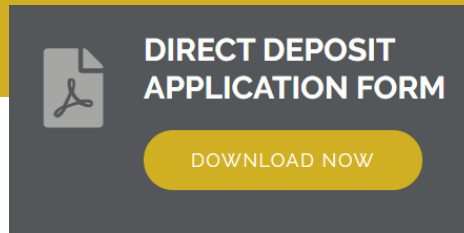


STEP 7: If you are having trouble completing this form, please email us at directdeposit@pandh.ca or contact your local P&H location.

Please do not send any banking information directly to the email account. This email will put you in contact with P&H employees. If you have any issues contacting us at the email above, please contact your local station and they can help out.

Fax Application Process

You have the option for securely fax your application form and void cheque. If you do not have access to a fax machine, you can bring your form and void cheque to your local P&H location and they will fax it on your behalf.



STEP 1: Click the above icon to download the deposit form

STEP 2: Complete the form and attach a void cheque prior to faxing it in. The documents required are listed on page 1 of this document.

STEP 3: Fax completed form and void cheque to 1 (877) 987-2788