



Port Alice Volunteer Fire Department Payroll Information Form

First Name _____ Last Name _____

Mailing Address _____

Phone (250) _____

Date of Birth (y/m/d) _____ SIN _____

Date of Hire (y/m/d) _____

The Village of Port Alice processes payroll payments electronically to the bank or credit union of your choice. You will receive a complete earnings statement each payday, indicating the amount forwarded to your designated bank account.

Once you have completed this form and attached a VOID cheque, please drop off at the Village Office (there is an after hours mail slot). If you do not have a chequing account, please contact your bank and let them know you require account and institution information for direct deposit.

Thank you and welcome!

Village of Port Alice
Phone: 250-284-3392
Fax: 250-284-3416