



SEVENTH-DAY  
**ADVENTIST**<sup>®</sup>  
CHURCH

Alberta Conference

5816 Highway 2A  
Lacombe, Alberta  
Canada T4L 2G5  
Telephone: (403) 342-5044  
Fax: (403) 343-1523  
E-mail: [info@albertaadventist.ca](mailto:info@albertaadventist.ca)  
Website: [www.albertaadventist.ca](http://www.albertaadventist.ca)

Dear Conference Worker:

Alberta Conference payroll cheques are deposited directly to your chequing or savings account on the third last business day of the month, and a payroll information slip will be mailed to you.

We can deposit your cheque into any chartered bank (for some banks, it may arrive one day after the scheduled date of pay). If you deal with a credit union or a trust company, check with them to see if they offer this service before applying for an account.

A voided blank cheque would ensure our correct recording of not only your account number but also the bank's correct code. **Attach a "VOIDED" blank cheque** in the frame, and complete the authorization statement.

Then return this form to the treasury department at the Conference office.

Staple or paste your voided cheque in this frame.

AUTHORIZATION STATEMENT

I hereby authorize that my payroll cheque be deposited in the bank account indicated above, effective with the indicated date as given herein.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE