

Transit, Institution & Account # Direct Deposits & Pre-Authorized Payments

Q: How do I set up a direct deposit or pre-authorized payment?

Providing a voided cheque is the easiest way. Most utilities and employers prefer to have a voided cheque for setting up a direct deposit or a pre-authorized payment. Use your newer cheques, issued after October, 2020 to reference account numbers, or log in to your online banking. See "ACCOUNT NUMBERS", below.

If you have older cheques, do not have any cheques or would like some help, please contact the branch for assistance.

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| TRANSIT # 07802 | INSTITUTION# 828 or 0828 <i>(if a 4 digit number is requested, prefix 828 with 0).</i> | ACCOUNT # <i>(this is a 12 digit # which can be found on your printed monthly account statement, or e-statement. It can also be found on newer cheques issued after Oct. 2020 and is referenced in the list of accounts in your online banking).</i> |
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ACCOUNT NUMBERS – ONLINE BANKING (updated September 2021)

When you log in to online banking, you will see changes relating to how your account numbers are referenced.

1. **CARD NUMBER:** Previously the field now showing "Card Number" was titled "Account Number". We have renamed the field. The number appearing here is the number from the front of your bank card.
2. **MEMBERSHIP:** This is your member number. Member numbers are 5-digit up to 8-digit numbers and are unique to you, as an individual or organization member.
3. **ACCOUNT NAME:** As a member you likely hold several different accounts. Appearing here are your **name, type of account** and the **account number** specific to each of your accounts. In addition to transit and institution numbers, your account number is needed to set up a pre-authorized payment. Previously, what appeared under Account Name was your member number.

EXAMPLE

Welcome **Tester 2**
Account Summary

Card Number: 58 **XXXXXXXXXX** 12

| | |
|---|----------------|
| Membership 78 XXXXXX | |
| Account Name | Balance |
| Tester 2 Everyday Chequing 55 XXXXXXXXXX | \$3.75 |