

---

## Direct Deposit Forms for Member Distributions

It is important to keep your banking information up-to-date with Finance for processing member distributions.

If you've changed financial institutions or haven't yet submitted your banking details, please do so as soon as possible in advance of the possible June/July Annuity distribution.

The following can be submitted for new Banking Information:

1. Cheque drawn on your preferred account with Void written on it
2. From online banking, printout of void cheque or direct deposit form that is pre-populated with your name, account number and current address (for institutions that include the address)
3. Visit your financial institution to request a void cheque for direct deposit.

Please note:

- Make sure you include your full name (including middle names) and Registered Status name (if different), address, email, phone number, signature and date when submitting the above
- Please note, Finance does not process any banking updates with hand-written account information.
- If you are providing or have provided your banking information for FWFN employee payroll purposes, you will need to consent to release this information from FWFN Payroll to share this information to FWFN Accounts Payable and you will need to sign and date the consent form along with FWFN Payroll sign off.

To protect all members, we must verify your identity before any banking information can be added or updated. You can submit your new banking information as follows:

1. In person - bring your banking documentation and picture ID that includes your current address to the band office at Suite 201 – 100 Little Lake Road, Fort William First Nation, ON, P7J 0L2
2. The banking documentation can be sent in to the band office along with a copy of your picture ID that contains your current address as follows:
  - a. Mail to the band office at:

Fort William First Nation  
201 – 100 Little Lake Road  
Fort William First Nation ON P7J 0L2
  - b. Email to [accountspayable@fwfn.com](mailto:accountspayable@fwfn.com) (subject line: New Banking).
  - c. Fax to 807-623-5190 (subject line: New Banking)

If you have any questions, please call the Finance Department at 807-623-9543 or email to [accountspayable@fwfn.com](mailto:accountspayable@fwfn.com).