



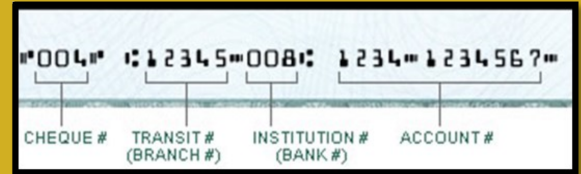
How to get signed up with P&H Direct Deposit

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 email or fax. Please continue to page 3 for email/fax 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.

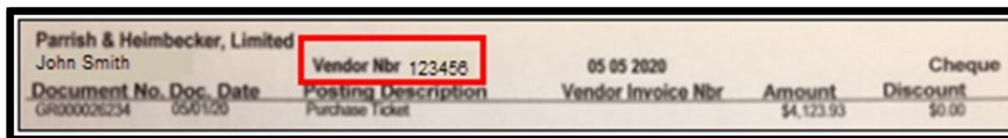
STEP 2: Fill in the required information in the form – please note the following:

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.

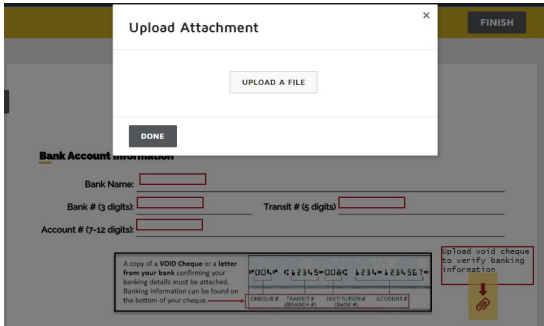
D. **Contact Name:** Who to contact if P&H has questions about this form.

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. **GST/HST #:** Include the farm GST/HST # on form.

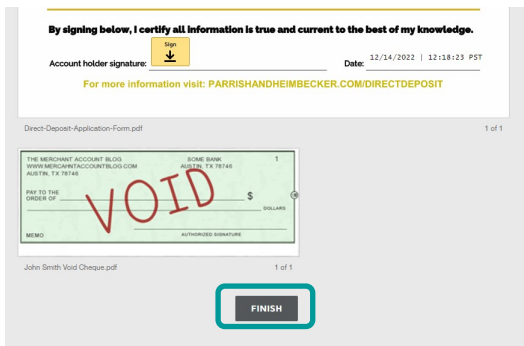
h. **Upload void cheque:** A void cheque must be uploaded to verify your banking details. Click on the 'Paper Clip' to open the upload attachment.



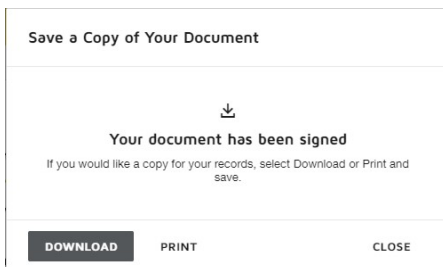
STEP 3: Once you have filled out and verified your information and uploaded your void cheque, press the **Click to Sign** button located in the yellow box at the bottom of the form. The date will automatically appear.



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!



You'll receive an email copy once everyone has signed.

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

Email/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, please email your form to: directdeposit@pandh.ca.



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

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

STEP 3: email completed for to directdeposit@pandh.ca or fax completed form to 1-877-987-2788.