



Add/Update Banking Information

Add/update banking information

[+ Add New Contact](#) [✎ View/Update Contact](#)

 **Banking Information – Automatic Withdrawals**

Account Type	-
Account Number	-
Effective Date	-
Expiration Date	-
Financial Institution Name	-
Policy Payment Plan	-

[Add/Update Banking Information](#)

[Manage ⋮](#)

1. From the dashboard, select **Policy Number and Business Name**.
2. Scroll down to the Banking Information section. Select the **Manage**. Then select **Add/Update Banking Information**.
3. Once selected, you will be redirected to the Financial Institution Details page.

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Enter a 3 digit number

Enter a 3 digit number

Enter a 5 digit number

Enter a 5 digit number

Enter a 7-12 digit number

Enter a 7-12 digit number

Enter a 7-12 digit number

i Pre-authorized debit withdrawals will take effect the next day or on any future date. If you have a past-due payment or a payment due today, please make a payment immediately to avoid any interest charges.

Effective Date
✕ 12/05/2025

4. Please continue filling out the form with all required information.
5. Once entered, select **Continue**.

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The screenshot shows a three-step progress bar at the top. Step 1, 'Financial Institution Details', is completed with a checkmark. Step 2, 'Upload Document', is the current step, indicated by a circle with the number 2. Step 3, 'Terms and Conditions', is not yet started. Below the progress bar, the page title is 'Upload Document'. The main content area is titled 'Upload Supporting Documents' and contains the instruction: 'Please attach a void cheque, deposit slip, or account information from the bank.' Below this is a note: 'Upload documents with a maximum size of 10MB each. (Required)'. A large dashed box contains a cloud icon and the text 'Drag and drop or Browse Files'. At the bottom of the dashed box, it says 'Upload doc (jpg, jpeg, png, gif, pdf, csv, docx, xlsx, heic) with a maximum of 10MB.' At the bottom of the page, there are two buttons: 'Back' on the left and 'Continue' on the right.

6. Please upload supporting documents. This can include:
 - Void cheque
 - Deposit slip
 - Account information
7. Once uploaded, select **Continue**.

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← Upload Documents

Terms and Conditions

Financial Institution Details Upload Document 3 Terms and Conditions

Terms and Conditions

By enrolling in the Pre-Authorized Debit Agreement, I am/we are authorizing the financial institution identified above to withdraw payments payable to the WCB in accordance with the amount stated on the SOA. The WCB will forward an SOA outlining any amount due at least 10 days in advance of the due date as pre-notification. Pre-authorized debits will begin on the next SOA issued when the WCB receives this application, at least 10 calendar days prior to the SOA due date.

I/We will notify the WCB promptly in writing of changes to the financial institution, branch, account number or contact information. If I/we need to cancel this pre-authorized debit agreement, I/we will notify the WCB in writing giving at least 21 days' notice.

The WCB reserves the right to cancel this pre-authorized debit agreement with notice to me.

If two payments in the same calendar year fail to be honoured, the WCB may cancel the enrolment in the plan and cancel this pre-authorized debit agreement. I am aware that the WCB will not retry a returned NSF payment. This payment must be paid within 10 days of when the NSF occurred.

Once I/we have received notice of the amount of withdrawal, I/we will check the bank account statement regularly to confirm that withdrawals are being made in accordance with the authorization I/we have signed with the WCB.

The amount of the pre-authorized debit may be increased or decreased at a later date as the result of an assessment change.

I/We understand that an administrative fee(s) may be applicable and spread over the installments. Any such administrative fee(s) will be included as part of the invoiced amount on the SOA.

Interest will not accrue as long as these terms and conditions have been met.

I/We agree to submit a void cheque, deposit slip or an account information form from the bank to complete this application.

I/We understand that I/we may revoke the authorization by providing the WCB with 21 days written notice of the cancellation. Further information on the right to cancel this PAD Agreement can be obtained at the financial institution or by visiting www.payments.ca. I/we understand that if I/we cancel the pre-authorized debit agreement, I/we still have the obligation to fulfill any financial obligation required to the WCB and will ensure I/we make alternative arrangement to pay as and when due.

I/We have certain recourse rights if any debit does not comply with this agreement. For example, I/we have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAD Agreement. To obtain more information on the recourse rights, I/we may contact the financial institution or visit www.payments.ca.

This PAD Agreement is exclusively governed by the laws of the Province of Saskatchewan. I/we submit to the exclusive jurisdiction of the courts of the Province of Saskatchewan with respect to all matters pertaining to this Agreement.

Acknowledge

← Back X Cancel Submit →

8. Please read the Terms and Conditions.
9. Select off the **Acknowledge** box.
10. Once selected, select **Submit**.
11. After selecting Submit, a pop-up will appear informing you that your pre-authorized debit agreement as been updated and will be reflected on your online account on the effective date indicated. Select **Done** to continue.