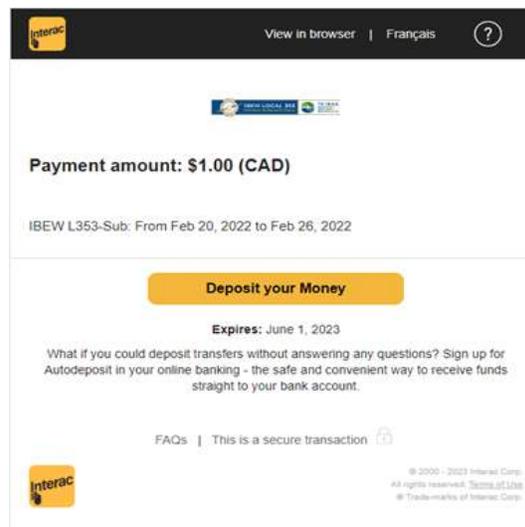


Your Guide for SUB Payment E-Transfers

You can use the following guide to set up your SUB payments for Autodeposit into your bank account. **Setting up Autodeposit will make sure that you'll receive your SUB payments immediately.**

1. **Provide your email address that is connected to your bank account** that you would like your payments to be deposited into on the SUB Claim Form.
2. **Set your online banking default to Autodeposit.** By setting up Autodeposit, you won't need a password to receive your e-Transfer SUB payments. You can set this up through your bank's app, online account or in person at your local branch. If you don't know how to do this, call your local bank as setting up the Autodeposit feature as it can look different from bank to bank.
3. Once you have completed the SUB Claim Form, you will receive an email from the **IBEW Local 353 SUB Plan's email address: notify@notification.fit.interac.ca.**



4. If you need a password, it will be **the last 5 digits of your drug card not including the issue number.**



5. If you have Autodeposit set up, once you select **Deposit your Money**, your SUB payment will be deposited directly into the account connected with the email address you provided.

If you have any questions, please call Ashley at TEIBAS at 416-637-6789 ext.780, or email Ashley@teibas.com or Finance@teibas.com. **We're here to help!**