

# 2016 PECSF EVENT BANK DEPOSIT ATTACHMENT



Provincial Employees Community Services Fund

ACCOUNT DEPOSIT INFORMATION		
<b>ONE FORM IS REQUIRED FOR EACH BANK OR SERVICE BC DEPOSIT</b>		<b>COORDINATOR OR CONTACT:</b>
<b>Coast Capital Savings</b>	<b>GAMING</b>	14162974
	<b>FUNDRAISER</b>	2336040
	<b>DONATION / PLEDGE</b>	2336040
<b>Service BC</b>	<b>GAMING</b>	0882
	<b>FUNDRAISER</b>	0880
	<b>DONATION / PLEDGE</b>	0881
<b>2016 GAMING LICENCE NUMBER: 87126</b>		
PLEASE NOTE: <b>*ONLY 1-DAY 50/50 DRAWS ARE ELIGIBLE</b> GAMING EVENTS WITH THE 2015 PECSF GAMING LICENCE		
<b>50/50'S: COMPLETE &amp; VERIFY THE FOLLOWING DETAILS:</b>		
<div style="display: flex; justify-content: space-between;"> <span>_____ # of tickets sold @ \$_____ .00/ticket = \$_____ .00</span> </div> <div style="display: flex; justify-content: space-between;"> <span>_____ # of tickets sold @ \$_____ .00/ticket = \$_____ .00</span> </div> <div style="display: flex; justify-content: space-between;"> <span>_____ # of tickets sold @ \$_____ .00/ticket = \$_____ .00</span> </div>		
<b>Verified by</b>		
<b>Witnessed by</b>		
<b>ADHERE WINNING TICKET HERE</b>	<b>FOR PECSF HQ INTERNAL USE:</b>	
<b>ADHERE Coast Capital Bank Deposit Receipt or Service BC Deposit Receipt HERE</b>		



## PRE-BANKING DEPOSIT INSTRUCTIONS

- ONE **BANK DEPOSIT FORM ATTACHMENT & BANK DEPOSIT RECEIPT** IS REQUIRED FOR EACH EVENT OR PLEDGE DEPOSIT
- COMPLETE & BRING THIS FORM(S) WITH YOU TO THE BANK OR SERVICE BC LOCATION
- DEPOSIT YOUR MONEY INTO THE APPROPRIATE PECSF ACCOUNT(S) AS INDICATED ON THE REVERSE SIDE OF THIS FORM
- ATTACH THE BANK DEPOSIT RECEIPT TO EACH FORM WHERE INDICATED

## AFTER DEPOSIT

- IF APPLICABLE ADHERE WINNING 50/50 TICKET TO THE FORM WHERE INDICATED
- COMPLETE & VERIFY TICKET SALES REPORTING
- SCAN FRONT PAGE OF THIS DOCUMENT & SAVE IT AS A PECSF DOCUMENT TO YOUR PERSONAL PECSF FOLDER OR DESKTOP

## EMPLOYEE SELF SERVICE

- IF YOU DO NOT HAVE ACCESS TO EMPLOYEE SELF SERVICE CONTACT [PECSF@GOV.BC.CA](mailto:PECSF@GOV.BC.CA) FOR ALTERNATE INSTRUCTIONS
- GO TO EMPLOYEE SELF SERVICE/LAUNCH APPLICATION
- CLICK ON MAIN MENU LOCATED AT THE TOP LEFT RIBBON
- CLICK ON SELF SERVICE
- CLICK ON PAYROLL & COMPENSATION
- CLICK ON **PECSF EVENT BANK DEPOSIT FORM (E-FORM)**
- FILL IN THE REQUIRED FIELDS...EASY AS 1-2-3...
- UPLOAD & ATTACH THIS COMPLETED ATTACHMENT
- TAKE A SCREEN SHOT TO PRINT COMPLETED E-FORM FOR YOUR RECORDS

## CONGRATULATIONS!

- YOU HAVE COMPLETED YOUR REQUIRED REPORTING DOCUMENTS FOR YOUR EVENT OR DONATION. 😊
- ADDITIONAL TRAINING MATERIALS CAN BE FOUND IN THE BECOME A VOLUNTEER / VOLUNTEER RESOURCE SECTION OF THE PROVINCIAL EMPLOYEES COMMUNITY SERVICES FUND WEB SITE LOCATED HERE: [www.gov.bc.ca/pecsf](http://www.gov.bc.ca/pecsf)

**QUESTIONS?** PLEASE CONTACT [PECSF@GOV.BC.CA](mailto:PECSF@GOV.BC.CA)