


Receiving funds via email transfer (Plooto)

This document is only relevant to members who have opted to receive Collective Agreement funds, honoraria, or expense via email transfer. If you have asked for a cheque to be cut, it will either be mailed to you or made available for pickup from the union office as per your request.

1. Once your funds are ready for you, you will receive an email titled “Action required: Accept your payment from CUPE Local 3903” sent from CUPE Local 3903 via Plooto.

 **CUPE Local 3903** Powered by **plooto**

Hi

CUPE Local 3903 is sending you a payment using the Plooto business payments platform.

To receive the funds in your bank account, please follow the steps below. **You do not need to create your own Plooto account to accept this payment.**

1. Open the secure link at the bottom of this email. Please note this link will expire on
2. Verify your identity by answering the security question created by CUPE Local 3903
3. Authenticate your bank account or enter the account details where you want to receive the payment

You can choose to automatically receive all future payments from CUPE Local 3903 to the same account.

Amount	CAD
Sent By	CUPE Local 3903
Memo	

If you have any questions about this payment, please contact CUPE Local 3903.

[ACCEPT PAYMENT](#)

Expires:

Want to learn more about Plooto? [Learn More](#)

2. Once you click “Accept Payment,” you will be presented with a Security Question page. The question will be “What is your YorkU Employee Number?” and the answer will be your YorkU Employee Number. If you are unsure of your Employee Number, please see the appendix of this document.

3. After correctly answering the Security Question, you will need to provide Plotoo with your banking details. If your financial institution appears on the list, you will be able to securely log in to your online banking and your banking details will automatically be provided. Should your financial institution not appear on the list, you will need to manually provide Plotoo with your accounts: (1) Transit Number, (2) Institution Number, and (3) Account Number. This information can be found on the bottom of a cheque, on a direct deposit form, or by contacting your financial institution.

ADD YOUR BANK INFORMATION

1. Select Your Bank Account Currency *

CAD - Canadian Dollar

2. Select Your Bank



HSBC

NATIONAL
BANK



Tangerine
Forward Banking

Scotiabank

TD Canada Trust

Other Bank

3. Connect your bank account with Plooto *

4. Now that you have provided Plooto with your banking information, the next step is to accept the transfer. Please confirm that the information you entered is correct. Also, you can opt to allow Plooto to “reuse” your banking information for future transactions.
5. You will then see a confirmation screen and will receive a confirmation email. This email will also provide you a link that will allow you to see the status of your payment and a history of payments from the Local through Plooto.



Hi

You have accepted a payment from **CUPE Local 3903** for **CAD**. We will notify you by email when your payment is deposited.

VIEW MY PAYMENTS

What is Ploto? [Learn More](#)

PAYMENTS RECEIVED FROM CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 3903

Hi your completed and upcoming payments are listed below.

View:

Memo	Status	Credit Date	Est. Availability	Amount
	 Clearing			CAD

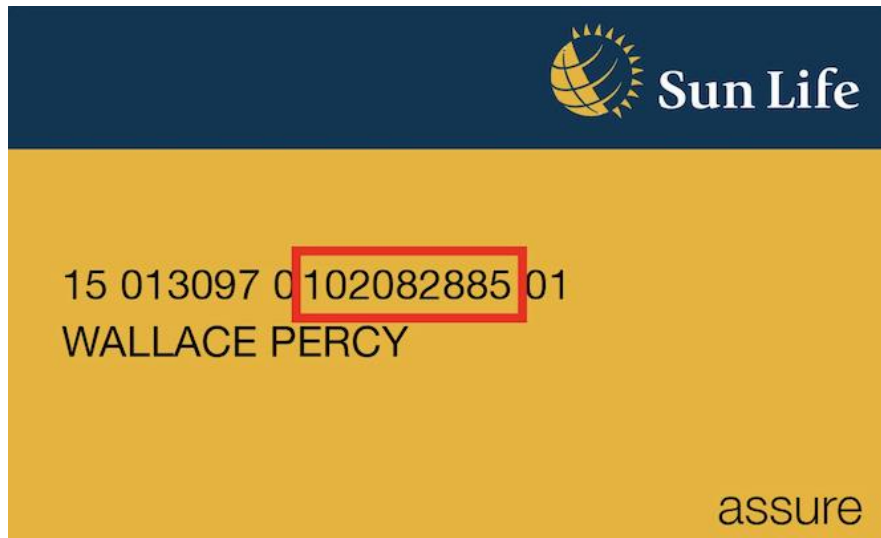
What is my Employee Number?

For members of all units, your Employee Number can be found:

- On your paystub within HR SelfServ

York University 4700 Keele Street Toronto, ON M3J1P3	Pay Group: M1-Monthly Pay Group Pay Begin Date: 02/01/2014 Pay End Date: 02/28/2014	Business Unit: YORKA Advice #: 2022937 Advice Date: 02/25/2014
Percy Wallace 1 Willowdale Avenue Toronto, ON M2N 1P3	Employee ID: 102082885 Location: Kinsmen Building Job Title: HRIM Business Analyst Pay Rate: \$5,416.67 Monthly	TAX DATA: Federal Quebec ON Net Claim Amt.: 11,138.00 9,670.00 Spl. Letters: Addl. Pct.: Addl. Amt.:
HOURS AND EARNINGS		TAXES

- On your SunLife benefits card



For members of units 1 and 3, your Employee Number can also be found by:

- Contacting your Graduate Program Assistant
- Contacting the Administrative or TA Coordinator within your Hiring Unit

For members of units 2 and 4, your Employee Number can also be found:

- On your YorkU card