### DIRECT DEPOSIT BANKING INFORMATION CHANGE

**Contact Name:**

**Originator:**
Faculty & Department

**Contact Telephone:**

**Contact Email:**

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**-- PLEASE PRINT --**

<table>
<thead>
<tr>
<th>Personal Data</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee ID#:</td>
<td>Surname:</td>
</tr>
</tbody>
</table>

**Pay Frequency:** 

- Monthly: [ ]
- Biweekly: [ ]

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**Previous Bank Information**

- **Name of Bank:**
- **Address of Bank:** (street name, city, postal code)
- **3-digit Institution Number:**
- **5-digit Branch Number:**
- **Account Number:**

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**New Bank Information**

- **Name of Bank:**
- **Address of Bank:** (street name, city, postal code)
- **3-digit Institution Number:**
- **5-digit Branch Number:**
- **Account Number:**

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*** Please attach a Cheque marked “VOID” ****

**Signature:** ________________________________  
**Date:** ________________________________

The following numbers can be found in your passbook, on your bank statement, encoded deposit slip, or cheque (sample below); or, by contacting your financial institution.

```
9999999999999999  999999999  
1  2  3  4  
This is the account number used for direct deposit.
This is the institution number (3-digit number).
This is the branch number (5-digit number).
This is the cheque number (do not enter this number).
```

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Please send updated information to Payroll Services, Department of Human Resources & Employee Relations, Suite A, East Office Building, prior to payroll deadline to ensure transactions are processed for the pertaining pay period. Thank you.