

# APPLICATION FOR PAYROLL DIRECT DEPOSIT BANKING

Contact Name:	
Originator: Faculty & Department	
Contact Telephone:	
Contact Email:	

-- PLEASE PRINT --

## PERSONAL DATA

Employee ID#:	Surname:	Given Name:	Prefix:
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## BANK INFORMATION

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

**\*\*\* Please attach a Cheque marked "VOID" \*\*\*\***

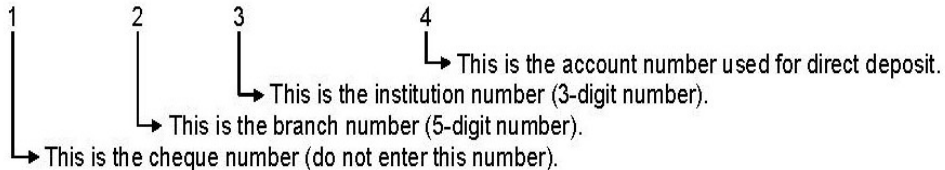
Signature: \_\_\_\_\_

Phone no. \_\_\_\_\_  
or ext: \_\_\_\_\_

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.

⑈ 9999 ⑈ ⑆ 999999 ⑈ 9999 ⑆ 9999 ⑈ 9999 ⑈ 9⑈



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.