

# DIRECT DEPOSIT BANKING INFORMATION CHANGE

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

-- PLEASE PRINT --

### PERSONAL DATA

Employee ID#:	Surname:	Given Name:	Prefix:
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Pay Frequency:                      Monthly:                       Biweekly:

### PREVIOUS BANK INFORMATION

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

### NEW BANK INFORMATION

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

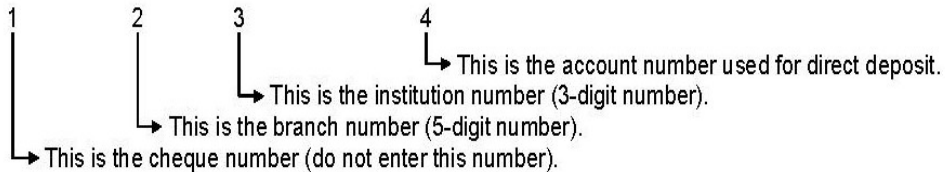
**\*\*\* Please attach a Cheque marked "VOID" \*\*\*\***

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

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⑆      999⑈999⑈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.