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:

BANK INFORMATION

Name of Bank:

Address of Bank: (street name, city, postal code)

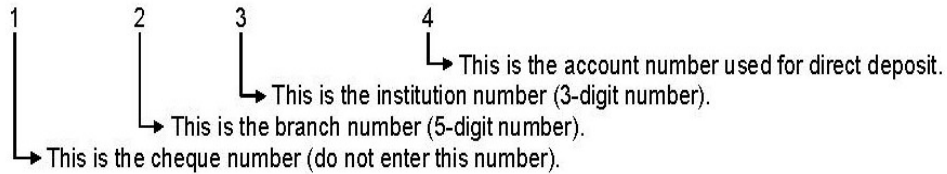| 3-digit Institution Number:	5-Digit Branch Number:	Account Number:

*** 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.

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).

Please send updated information to Payroll Services, Department of Human Resources, Kinsmen Building, 8 The Chimneystack Rd, prior to payroll deadline to ensure transactions are processed for the pertaining pay period. Thank you.

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