

Human Resource Services
 1265 Military Trail, Room B526C/D
 Toronto, Ontario, M1C 1A4

PAYROLL BANK DEPOSIT AUTHORIZATION FORM FOR DIRECT DEPOSIT

INSTRUCTIONS FOR COMPLETION :

x To ensure that your account is correct, please attach a cheque marked "VOID" for an account with chequing privileges or a personalized deposit slip. (Your financial institution may not accept Direct Deposit for accounts other than savings or chequing, i.e. line of credit. Please check with your financial institution for processing. Please check with your department regarding payroll deadlines.

Section A – Personal Information

Address (Street No. & Name, Apt. No., City, Province, Postal Code):	
Home Telephone No.:	University Telephone No.:

Section B – Requested Action

Check one only :		YYYY 00 ''
()	New Direct Deposit (first time set-up)	Effective Date
()	Change Direct Deposit	Effective Date
Please do not close the account to which the Payroll Department is currently depositing your pay until you have had one successful deposit to your new account.		

Section C – Institution Information

Your account number must be recorded accurately. An account number with missing or incorrect information will be rejected. For this reason, be sure to include every "0" and "-" when recording your account number.	
Name of Bank or Financial Institution:	
Institution Number (3 digits):	Bank Transit Number (5 digits):
Account Number (7 - 12 digits):	Main Intersection of Bank:
Bank Address: (Street No. & Name, City, Province, Postal Code); Canadian Br11 (B)9 (n)-1 (-)11 (B)105211 T1 (B)9 (n)-1 (-)	