



Payroll Direct Deposit Form

All fields on this form are Mandatory. New Hire: Please return this document along with your other required new hire forms to ensure you are paid in an efficient and timely manner.

Employee Name (Last, First) _____ Employee Number or SIN _____

Home Address _____ Email address _____ Date of Birth _____

Indicate employee group: Faculty Staff Student

Phone Number _____

Indicate if this is a new direct deposit or changing existing direct deposit information: New Change

Please enter your bank account information below, you can find your banking details by :

- Attaching a void cheque from your cheque book
- Visit your bank and request a void cheque or Direct Deposit slip, then attach to this form
- Access your Online Banking, go to My Account and select Direct Deposit or Void Cheque and attach to this form

Your Name _____
 1234 Your Street
 YourTown, BC A1A 2B2

Pay to the order of _____ \$ _____
 _____ / 100 DOLLARS

YOUR BANK NAME _____

MEMO _____

sample

"001" (:12345") (003) (123"45678)

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Transit/Branch # (5 digits) Bank (3 digits) Account # (up to 14 digits)

Indicate which account you want direct deposit: Chequing Account Savings Account

Banking Institution: _____
Branch Address: _____

I authorize Direct Deposit to the above account:
Signed: _____ Date: _____

ADMINISTRATION USE ONLY:		
Received Date:	Processed Date:	Processed by:

Privacy Notification: Your personal information is collected under the authority of section 26 (c), of the Freedom of Information and Protection of Privacy Act (FIPPA). This information will be used for employment purposes only. Questions about the collection of this information may be directed to website@finance.ubc.ca