



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
Faculty/Department Email address Effective Date of Employment
Indicate employee group: Faculty Staff Student
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
"001" (:12345) (003) (123"45678)

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