

# Employee Direct Deposit



☐ Payroll

☐ New Account

☐ A/P (Expense Claims)

☐ Change Account Information

Cancel Account

## Employee Information

First Name:

Last Name:

Employee/Student ID#:

Address:

You have the option of directing your pay into either one or two bank accounts.

Please attach a cheque(s) marked "VOID" and return this form to the Payroll Department for processing.

If you do not have cheques for this account, please attach the printed Payroll Direct Deposit form provided by your financial institution. We regret that we are unable to accept handwritten banking information.

## Direct Deposit Information—Primary: Accounts Payable and Payroll

Bank or Financial Institution:

Address of Financial Institution:

*(include Postal Code)*

Amount or percentage of net pay for deposit: \$

Or %

Financial Institution Code

0

(Bank ID):

(3 digit number XXX)

Bank Transit Number

(Branch #):

(5 digit number XXXXX)

Account Number:

\*Attach void cheque/bank form

## Direct Deposit Information—Secondary: Payroll Only (Optional)

Bank or Financial Institution:

Address of Financial Institution:

*(include Postal Code)*

Amount or percentage of net pay for deposit: \$

Or %

Financial Institution Code

0

(Bank ID):

(3 digit number XXX)

Bank Transit Number

(Branch #):

(5 digit number XXXXX)

Account Number:

\*Attach void cheque/bank form

## Authorization

To verify your identity, please provide only the last 3 digits of your SIN # and your birth month & year

SIN # (last 3 digits)

Birth date:

MM / YY

I authorize my employer, University of the Fraser Valley, to deposit funds to the above account(s):

Signature:

Date: MM / DD / YYYY