

## Payroll Bank Authorization Form for Direct Deposit

### INSTRUCTIONS FOR COMPLETION

- To ensure that your account number 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. Check with your financial institution.)
- **Be sure to complete ALL sections and sign the form in Section "D".**
- Return the completed form to your departmental business officer for processing. Please check with your department regarding payroll deadlines. **Do not return this form to the Payroll Department.**

### Section A - Personal Information

Personnel Number:	Social Insurance Number:
Last Name:	First Name:
Address:	
Postal Code:	Tel. No (Home) : (    )

### Section B - Requested Action

Check one only:		DD / MM / YYYY
(    )	New Direct Deposit (first time set-up)	Effective Date
(    )	Change Direct Deposit	Effective Date

### Section C - Institution Information

<b>Your account number must be recorded accurately.</b> An account number with missing or incorrect information will be rejected. For this reason be sure to include all "0" and "-" when recording your account number.	
Bank Account Number:	Bank Transit (Branch) Number:
Name of Bank or Financial Institution:	
Main Intersection of Bank:	
Bank Address: (Street No & Name, City Province) <b>Canadian Branches Only</b>	
Postal Code:	Bank Tel No.: (    )

### Section D - Authorization and Signature

<b>I hereby authorize the University of Toronto to deposit my payroll payment in the bank or financial institution designated and I hereby authorize the bank or financial institution designated, to release my bank account number to the University of Toronto Payroll Department.</b>	
<b>Signature:</b>	
University Tel. No: (    )	Date Signed:
Faculty:	Department: