

Payroll Bank Authorization Form for Direct Deposit

Instructions For Completion

- To ensure that your account number is correct, please attach either a physical cheque marked "VOID" or an electronic version of VOID cheque available via online banking at your financial institution. (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.)
- Complete all sections and sign.
- Please return the completed form to the appropriate office within your division that processes payroll.

Type of Action Request

New Direct Deposit (first time set-up) **Effective Date (D/M/Y)**

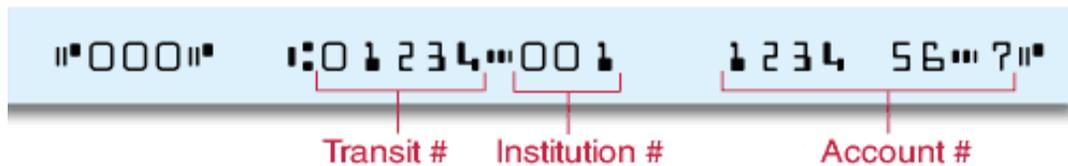
Change Direct Deposit **Effective Date (D/M/Y)**

First Name

Last Name

Personnel Number
(Leave Blank if New Employee)

Bank or Financial Institution Details



Name of Bank or Financial Institution #:	
Bank Transit #:	
Bank Account #:	
Bank Full Address: <i>(Canadian Branches only)</i>	

Authorization and Signature

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.

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Signature

Date