

UNIVERSITY OF TORONTO MISSISSAUGA
– PAYROLL BANK AUTHORIZATION FORM for DIRECT DEPOSIT –

1. To ensure accuracy of your account number, please enclose a cheque marked “VOID” or a personalized deposit slip.
2. Please be sure to include all “0” and “—” when recording your account number.
3. Effective Date: Indicate when the deposit is to be effective (this is subject to Payroll deadlines)
4. **Return the completed form to :** Human Resources, Academic Annex, Room 112 – AX 112

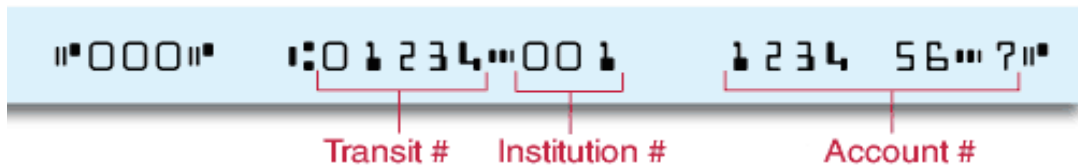
First Name	Last Name	Personnel Number

Requested Action *(check one only)*

New Direct Deposit (first time set-up)
 Change Direct Deposit

Effective Date (DD/MM/YYYY) : _____

Bank or Financial Institution Information



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

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.

Signature	Date