



PAYROLL BANK DEPOSIT AUTHORIZATION FORM FOR DIRECT DEPOSIT

INSTRUCTIONS FOR COMPLETION:

- To ensure that your account 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. Please check with your financial institution.)
- Be sure to complete ALL sections and sign the form in Section "D".**
- Return the completed form to B526C/D, Human Resource Services, for processing. Please check with your department regarding payroll deadlines.

Section A – Personal Information

Last Name:	First Name:
Personnel Number:	Social Insurance Number:
Address (Street No. & Name, Apt. No., City, Province, Postal Code):	
Home Telephone No.:	University Telephone No.:

Section B – Requested Action

Check one only:		DD/ MM/ YYYY
<input type="checkbox"/>	New Direct Deposit (first time set-up)	Effective Date
<input type="checkbox"/>	Change Direct Deposit	Effective Date
<input type="checkbox"/>	Please do not close the account to which the Payroll Department is currently depositing your pay until you have had one successful deposit to your new account.	

Section C – Institution Information

Your account number must be recorded accurately. An account number with missing or incorrect information will be rejected. For this reason, be sure to include every "0" and "-" when recording your account number.

Name of Bank or Financial Institution:	
Institution Number (3 digits):	Bank Transit Number (5 digits):
Account Number (7-12 digits):	Main Intersection of Bank:
Bank Address: (Street No. & Name, City, Province, Postal Code; Canadian Branches Only)	
Postal Code:	Bank Telephone No.:

Section D – 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.	
Signature:	Date Signed:
	Department: