



# Payroll Direct Deposit Form

**\*\*\* Direct Deposit is a Mandatory Condition of Employment at UBC \*\*\***

All fields on this form are Mandatory. Return this form on or before the Employee's start date.

Employee Name (Last, First)	Employee Number or SIN
Faculty/Department	Email address
<input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Student	Effective Date of Employment
Phone Number	

**Please enter your bank account information below, you can find your banking details by :**

- Attaching a void cheque from your cheque book
- Visit your bank and request a void cheque or Direct Deposit slip, then attach to this form
- Access your Online Banking, go to My Account and select Direct Deposit or Void Cheque and attach to this form

Your Name \_\_\_\_\_

1234 Your Street \_\_\_\_\_

YourTown, BC A1A 2B2 \_\_\_\_\_

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Pay to the order of \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ / 100 DOLLARS

**YOUR BANK NAME** \_\_\_\_\_

MEMO \_\_\_\_\_

“001”    (:12345”)(003)    (123”45678”)

Transit/Branch # (5 digits)	Bank (3 digits)	Account # (7, 9, 10 or more digits)
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Chequing Account     Savings Account

Banking Institution: \_\_\_\_\_

Branch Address: \_\_\_\_\_

I authorize Direct Deposit to the above account:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**ADMINISTRATION USE ONLY:**

Received Date:	Processed Date:	Processed by:
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*Privacy Notification: Your personal information is collected under the authority of section 26 (c), of the Freedom of Information and Protection of Privacy Act (FIPPA). This information will be used for employment purposes only. Questions about the collection of this information may be directed to website@finance.ubc.ca*