



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	Effective Date of Employment
<input type="checkbox"/> Faculty	<input type="checkbox"/> Staff	<input type="checkbox"/> Student
		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 _____

Pay to the order of _____ \$ _____
 _____ / 100 DOLLARS

YOUR BANK NAME _____

MEMO _____

“001” (:12345”) (003) (123”45678”)



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