

PERSONNEL INFORMATION

Title	Surname	First Name (Initials)	S.I.N. #	Date of Birth (day/month/year)
Supervisor		Department/Faculty		Personnel #

	ADDRESS INFORMATION FOR CHEQUE/STATEMENT OF EARNINGS	T4/T4A MAILING ADDRESS (IF DIFFERENT)
STREET ADDRESS		
APT. #		
CITY/PROVINCE		
POSTAL CODE		
COUNTRY	TEL.:	
CITIZENSHIP		

Signature _____

Date _____

PLEASE NOTE: If you are enclosing a cheque marked "VOID" you do not need to complete the form below

UNIVERSITY OF TORONTO – PAYROLL BANK DEPOSIT AUTHORIZATION CARD

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. When completed, please return all documentation to Mary-Rose Naudi, Rm.1016H at the Faculty of Forestry, for processing

SURNAME		GIVEN NAME(S)		SOCIAL INSURANCE NO.	PERSONNEL NUMBER
BANK ACCOUNT NUMBER		INTERNAL USE ONLY	NAME OF BANK OR FINANCIAL INSTITUTION		EFFECTIVE DATE DAY MTH YEAR
MAIN INTERSECTION OF BANK (OR PLAZA)		BANK ADDRESS (STREET NO. & NAME, CITY, PROVINCE) CANADIAN BRANCHES ONLY		POSTAL CODE	BANK TELEPHONE NO.

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	UNIVERSITY PHONE	DATE SIGNED			FACULTY	DEPARTMENT
		DAY	MTH	YEAR		

PAYROLL DIRECT DEPOSIT SERVICE

The direct deposit service is a means of depositing funds to accounts at chartered banks and other financial institutions across Canada. The Payroll Department supplies a magnetic tape to the bank and your pay is deposited into your bank account via data transmission. There is no manual processing at your bank branch.

By completing the **PAYROLL BANK DEPOSIT AUTHORIZATION CARD**, you will authorize the Payroll Department (see above), to deposit your pay directly into your bank account. This system of payment reduces payment risks such as lost or stolen cheques and ensures timely receipt of payment. This system does not rely on the postal system, so your payment will not be affected by a disruption in postal service.

Because there is no manual posting, your account number must be recorded accurately. An account number with incorrect or missing information will be rejected by the computer. For this reason be sure to include all "0" and "-" when recording your account number. To ensure that your account number is correct please enclose a cheque marked "VOID" for an account with chequing privileges or a personalized deposit slip. If this is not possible, your bank branch can assist you in completing the account number.

EMPLOYEES WHO ARE CHANGING THEIR BANK INFORMATION should 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.