

## **RETURN TO:**

Finance Operations | Okanagan Campus ADM 006 - 1138 Alumni Avenue Kelowna, BC Canada V1V 1V7 Phone: 250.807.9018 Fax: 250.807.9354

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## **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 Staff
Faculty/Department:	Email Address:	Student
Effective Date of Employment (mm/dd/yy)	Phone:	
Please enter your bank account information b	pelow. You can find your banking details by:	
<ul> <li>Attaching a void cheque from your cheque book</li> <li>Visit your bank and request a void cheque or Direct</li> <li>Access your Online Banking, go to My Account and</li> </ul>	t Deposit slip, then attach to this form select Direct Deposit or Void Cheque and attach to this form	m
☐ Chequing ☐ Savings		
Your Name 1234 Your Street		
Yourtown, BC A1A 2B2	D D M M Y	Y
Pay to the order of	\$ /100 DOLLARS	
YOUR BANK NAME	/ 100 DOLLARS	
MEMO		
"001" :12345"003: 123"4	15678	
Transit/Branch (5 digits) Bank (3 digits)		
Banking Institution:		
Branch Address:		
I authorize Direct Deposit to the above account	nt:	
Signature		

**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 finance.ubco@ubc.ca