



Human Resources

Payroll Direct Deposit Authorization

Please check one: New Change

Employee Name:	
Employee # (or Student ID):	
Dept Name:	Dept #

I authorize the University of Guelph to deposit my net pay into my bank account.

Signature

Date

For HR Purposes Only: CHECK LOCATION

Account Information

Name of Financial Institution:

Bank #:

Branch Address:

Transit #:

Account Number*:

Attach a pre-numbered voided cheque. (If one is not available, please have your local bank branch complete the above information.)

Please forward this form to Human Resources, University Centre 5th floor.

- * Please note that your Account Number is NOT the 16 digit number on your Debit Card.
- * Also please note that this Authorization applies to *payroll deposits only*. Employees using Electronic Fund Transfer for Travel & Personal Reimbursement Claim payments must contact Revenue Control regarding their banking information.