



Payroll Direct Deposit Information

Human Resources

Employee Name: _____

Employee # (or Student ID): _____

Department Name: _____

The University of Guelph has paperless pay advices. Further information can be found on the Human Resources website on the [E-Pay Statement](#) page.

I understand that the University will deposit my pay as per the account information I have provided. I acknowledge that it is my responsibility to advise Human Resources of any changes to this information.

Please note that this information applies to both payroll deposits and for Travel & Business Reimbursement Claim payments.

Employee Signature

Date

Please attach a void cheque. If one is not available, please have your local bank branch provide you with a copy of the necessary banking information.

Return the completed form to Human Resources, University Centre, Level 5.