



Payroll Direct Deposit Authorization

Payroll Office – ASB B115
Phone: 250-721-7034

For scholarship payments, fill in [direct deposit application - Graduate Scholarships](#)

Employees can view direct deposit and other payroll information via >>My Page/Employee services at <http://www.uvic.ca>.

Complete this form if:

- You are a new employee - return form before your first day of work
- You are not currently receiving your pay via direct deposit from UVIC
- Your banking information has changed

or
or

Please submit this information **immediately** in order to prevent delays in processing your pay.

****No faxed or scanned copies will be accepted****

Legal Name (Last, First, Middle)		Department	
ID# (V00xxxxxx)		SIN# (if ID# unknown)	
Email (required)		Phone# (Home or DEPT)	

I authorize the University of Victoria to deposit my payroll cheque electronically to my account noted below.

Signature

Date

I am requesting direct deposit for the first time

or

I am changing my banking information

I have attached a void cheque

or

I have attached confirmation from my financial institution

or

I have asked my financial institution to complete this form

Name of Financial Institution (must be a Canadian Institution):		Teller Stamp
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Institution Code (3 digits)	Transit Number (5 digits)	Teller Signature
Account Number		

The University of Victoria is committed to treating personal information in accordance with the *Freedom of Information and Protection of Privacy Act* (FIPPA) and the university's privacy policy. The university's collection of personal information complies with section 26 of the FIPPA and the *University Act*. The university uses the personal information for the purposes of maintaining a record of personnel paid. For a listing of the collection purposes see [Schedule A, Procedures for the Management of Personal Information](#). Should you have any questions concerning your personal information please contact the Access and Privacy Office at foipp@uvic.ca.