

EMPLOYEE DEPOSIT INFORMATION FORM

FORWARD COMPLETED FORM TO THE SCHOOL OF GRADUATE STUDIES, GH – 212

EMPLOYEE INFORMATION

Employee ID (if known)

Student ID

Social Insurance Number (### - ### - ###)

Surname (Please Print)

First Name (Please Print)

Department

DEPOSIT INFORMATION

NOTE: McMaster pays employees by direct deposit. This ensures employees receive their pay on the pay date. It also avoids lost or stolen cheques and forged endorsements.

ATTACH VOID CHEQUE HERE

EMPLOYEE SIGNATURE

DATE (dd/mm/yyyy)

I authorize McMaster University to deposit my net pay directly into the account specified on the sample cheque attached above. I understand that it is my responsibility to provide a new Employee Deposit Information Form to the Graduate Studies Office if there is any change in my bank account information.

FIPPA NOTICE

The information on this form is collected under the authority of the *McMaster University Act, 1976*. The information is used for the academic, administrative, employment-related, financial and/or statistical purposes of the University including, but not limited to, admissions; registration and maintaining records; awards and scholarships; convocation; provision of student services, including access to information systems; alumni relations; and disclosure to or on behalf of the applicable McMaster student government. This information is protected and being collected under section 39 (2) and section 42 of the *Freedom of Information and Protection of Privacy Act* of Ontario (RSO 1990). Questions regarding the collection or use of this personal information should be directed to the University Secretary, Gilmour Hall, Room 210, McMaster University.