

Payroll Bank Authorization Form for Direct Deposit



Submission Instructions

- 1) From the **Catalogue**, go to **General Inquiry**
- 2) Indicate the form name in the field "What is your question?"
- 3) Click **Add attachments** to attach your form
- 4) **Submit**

Section A - Personal Information

Personnel Number:	Social Insurance Number:
Last Name:	First Name:
Address:	
Postal Code:	Tel. No (Home) : ()

Section B - Requested Action

Check one only:		DD / MM / YYYY
<input type="checkbox"/>	New Direct Deposit (first time set-up)	Effective Date
<input type="checkbox"/>	Change Direct Deposit	Effective Date

Section C - Institution Information

Your account number must be recorded accurately. An account number with missing or incorrect information will be rejected. For this reason be sure to include all "0" and "-" when recording your account number.	
Bank Account Number:	Bank Transit (Branch) Number:
Name of Bank or Financial Institution:	
Main Intersection of Bank:	
Bank Address: (Street No & Name, City Province) Canadian Branches Only	
Postal Code:	Bank Tel No.: ()

Section D - Authorization and Signature

I hereby authorize the University of Toronto to deposit my payroll payment in the bank or financial institution designated and I hereby authorize the bank or financial institution designated, to release my bank account number to the University of Toronto Payroll Department.	
Signature:	
University Tel. No: ()	Date Signed:
Faculty:	Department: