



Banking Form

Your UPEI pay will be setup as an automatic deposit to your bank account which must be with a financial institution in Canada.

It is important that you notify the Human Resources Department as soon as possible if your banking information has changed. The Human Resources department is located in the lower level of the Kelley Memorial Building and can be reached by calling 566-0464.

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Employee Name: _____

ID Number: _____

I do hereby agree to use the following banking facility in Canada for payroll purposes and authorize the University of Prince Edward Island to make payroll deposits to this account.

You must attach a **VOID CHEQUE** or **DIRECT DEPOSIT NOTIFICATION / AUTHORIZATION FORM.**

Date Applicable: _____

Signature: _____

Date: _____

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For Office Use Only:

DATE RECEIVED IN HR (HR Date Stamp)

Applicable Pay Date: _____

Payroll Signature: _____ Date: _____