

SECTION 1: EMPLOYEE INFORMATION (PLEASE PRINT)

EMPLOYEE ID	LAST NAME	FIRST NAME
CONTINUING STUDIES	FACULTY	DEPARTMENT
CUPE	ADMINISTRATOR	

SECTION 2: BANKING INFORMATION

INSTRUCTIONS TO EMPLOYEE

Please choose one of the two options below and return the completed and signed form **IN PERSON** to the Payroll Department.

1. Complete Banking Information.
 - a. Attach a VOID cheque in the space below.
OR
 - b. Ask your financial institution to complete the bank, branch transit and account numbers and provide an official stamp.

PLEASE NOTE

- Payroll cheques must be picked up in person along with proof of identity. No exceptions under any circumstances.
- Payroll Department will not accept information by telephone, mail or email.
- All employees are required to provide banking information to Payroll Department.

BANK NUMBER (3 DIGITS)	BRANCH TRANSIT NUMBER (5 DIGITS)	ACCOUNT NUMBER (7 DIGITS)
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Attach a "VOID" Cheque Here

SECTION 3: VERIFICATION AND VALIDATION

I certify that the information provided is true and complete.	SIGNATURE	DATE
PAYROLL USE ONLY I have verified the identity of the employee's photo identification.	SIGNATURE	DATE