

PAYROLL DIRECT DEPOSIT FORM

Once completed this form and your direct deposit form or void cheque can be emailed to payforms@dal.ca

Please indicate (X): Initial request: Banking Change:

Name: _____

Dalhousie ID#: B00 _____

Department: _____

Please attach a **Payroll Direct Deposit Form** available from your bank or a **VOID Cheque**.
This should include the bank number, bank transit number and your complete bank account number.

Name of Bank: _____

Financial Institution: _____

Transit Number: _____

Account Number: _____

Type of Account: Chequing: Savings:

Banking Change

Effective Date of Change: _____

Previous Financial Institution: _____

Previous Transit Number: _____

Previous Account Number: _____

Signature

Date

Note: This form must be received by the Payroll Department by the cut-off date of your first pay period. If you close or change your bank account, it is your responsibility to notify the Payroll Department.

Incomplete forms cannot be processed