

**DIRECT DEPOSIT OF PAY INSTRUCTIONS**

*\*\*\*Incomplete forms without a copy of a void cheque or official bank pre-authorized transaction form cannot be processed\*\*\**

Please indicate (X) current pay cycle:    Monthly - \_\_\_\_\_    Bi-weekly - \_\_\_\_\_

PLEASE PRINT CLEARLY

**NAME:** \_\_\_\_\_

**DALHOUSIE ID#:** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_

**EFFECTIVE DATE:** \_\_\_\_\_

\_\_\_\_\_

\*\*\*\*\*

**Name of Bank:** \_\_\_\_\_

**Type of Account:**    Chequing: \_\_\_\_\_ Please attach a cheque marked "VOID".  
   Savings: \_\_\_\_\_ Please attach an official pre-authorized direct deposit transaction form from your bank where the bank's address and your account numbers are shown. It is necessary that Payroll be supplied with the bank's address and your complete account number with bank transit code.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Today's Date

**Note:**

***This form must be received by Payroll & Information Services by the cut-off date of your first pay period. For monthly pay, the cut-off date is normally the 6<sup>th</sup> of the month. For bi-weekly pay, the cut-off date is normally 8 days before the actual payday. If you close or change your bank account, it is your responsibility to notify the Payroll Department IMMEDIATELY. Please note that these instructions remain in effect until such time as you provide alternate instructions.***