

DIRECT DEPOSIT OF PAY INSTRUCTIONS

****Incomplete forms cannot be processed****

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

PLEASE PRINT CLEARLY

NAME: _____

DALHOUSIE ID#: _____

DEPARTMENT: _____

EFFECTIVE DATE:

Name of Bank: _____

Branch & Address: _____

Account Number: _____

Type of Account: Chequing: _____ Please attach a cheque marked "VOID".
 Savings: _____ Please attach a photocopy of the front inside page of your passbook 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 6th 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.