Banking Details in Employee Self-Serve (ESS)

It is essential that banking details be accurate to ensure adequate pay processing. Employees who do not yet have access to ESS and are unable to complete their own banking details as well as retirees must send this letter along with a SAMPLE CHEQUE to Employee Services for data entry in the payroll system. Please send your documents by fax to 1-877-624-9497 or send it by mail to Employee Services 1 Alexander G. Bell Tower A, 3rd floor, Verdun, Quebec, H3E 3B3.

To: Employee Services   Date: _____

From: Your SAP employee number: _____

         Last Name: _____

         First Name: _____

         Residence Number: _____   Number at work: _____

Please update the banking details in my employee file as follows:

Main bank account:

Bank's name: _____

Enrolment _____   Modification _____   Cancellation _____

Branch Transit #   00332   (5 digits)

Institution #   0828   (4 digits)

Bank Account Number: _____   Bank Address: _____

SIGNATURE (mandatory) for main account: _____

(To complete only if you are using 2 bank accounts):

Secondary bank account:

Bank's name: _____

Enrolment _____   Modification _____   Cancellation _____

Branch Transit #   00332   (5 digits)

Institution #   0828   (4 digits)

Bank Account number: _____   bank address: _____

Amount to be deposited in this Account/Pay Period: _____

SIGNATURE (mandatory) for secondary account: _____

NOTE: Please ensure that your payment has been deposited into your new account before closing the initial account.

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