

## Direct Deposit or Change of Banking Information Form Payroll Department

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### All employees will be paid via DIRECT DEPOSIT

In order to process your pay, you **must** provide the Payroll Department with this completed Direct Deposit Form and **attach one of the following**:

1. A bank deposit slip, if depositing into a savings account or
2. A voided blank cheque

Please note: Your branch, account, bank and transit numbers must be clearly shown on your deposit slip or cheque.

If you have not yet been assigned an employee ID number by the Personnel Department, record your social insurance number where indicated below. Your completed form can be forwarded by school courier **ATTENTION PAYROLL** or mailed to us at:

Dufferin-Peel Catholic District School Board  
Payroll Department  
40 Matheson Blvd. West  
Mississauga, Ontario L5R 1C5

Name: \_\_\_\_\_

Employee ID #: \_\_\_\_\_ SIN #: \_\_\_\_\_

Address: \_\_\_\_\_

School/Dept: \_\_\_\_\_

Position: \_\_\_\_\_

**The Dufferin-Peel Catholic District School Board** is authorized to credit payments due to me into my account at the financial institution of my choice, according to the document attached.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### IMPORTANT:

Please advise us promptly of any changes made in your banking arrangements, which will result in a change of bank, branch, or account number. **We require 3 weeks notice** to process any changes. Your old bank account must remain open until one salary payment is received in your new account.