



DIRECT DEPOSIT SERVICE FOR EMPLOYEES

This service consists of the Payroll unit depositing your salary on the corresponding pay date into your bank account at any financial institution in Canada.

To subscribe to this convenient service, please fill out the form below, sign it and mail it along with, if possible, one of your cheques marked "VOID" to the Payroll unit of the Department of Human Resources and Employee Relations at 1455 de Maisonneuve Blvd. West, Suite FB 1130, Montreal, QC, H3G 1M8. If you are using a Savings Account, you do not need to attach a cheque marked "VOID".

APPLICATION FOR DIRECT DEPOSIT

Please deposit my pay directly into my account as indicated below:

Bank or Financial Institution: _____
Branch Address: _____
Branch Transit Number: _____
Account Number: _____

Full Name: (Please print) _____
Date of Birth: _____
Employee I.D.: _____
Social Insurance Number: _____
Student ID Number: _____
Internal Telephone Local: _____
Department: _____
Internal Address: _____

Employee's Signature: _____ **Date:** _____