

DIRECT DEPOSIT FORM

Douglas College issues employees' pay by direct deposit to the credit of the employee's account in a financial institution.

Authorizing Douglas College to deposit your payment directly means that your money will be available to you **on pay day**. There is no delay, no waiting for a cheque to arrive in the mail.

Your money can be directed to any financial institution in Canada... any bank, trust company, or credit union. You will continue to receive a payment statement, which you can view and print via the Employee Self Service through My Douglas. Your entire payment will be deposited to the account you specify. This can be any type of chequing or savings account.

Please fill out the form below and return to the following address:

Payroll Dept., Douglas College, P.O. Box 2503, New Westminster, B.C. V3L 5B2

Please be sure to attach a personalized deposit slip or cheque marked VOID.

If this is not possible, please ask your bank branch to assist you in completing the "bank number", "transit number", and "account number" selections to ensure that you are supplying the correct information.

Please feel free to contact the Payroll Department if you have any questions about the direct deposit service.

NAME (please print):	
Banner ID Number:	
Douglas College is hereby authorized and requested to credit payments due me to my account with the financial institution designated below, until cancelled by me in writing.	
Signature:	
Date:	

Please attach a sample personalized deposit slip or cheque marked Void. If this is not possible, your bank branch can assist you in completing the account information.											
Name of bank or financial institution											
Branch address											
Bank Number	0										
Transit Number											
Account Number											