



Salary Bank Deposits Request Form

To have one's payroll deposited directly into a bank account, we require the completion of a Bank Deposit form with a cancelled cheque attached. These forms are to be forwarded to the Department of Human Resources - Payroll Office, 688 Sherbrooke St. West, Suite 1520. Payment by bank deposits will commence upon receipt and processing of the form in time for next pay.

McGill ID number _____ (found on your pay-stub)

Social Insurance Number (SIN) _____

Employee Name (Last/First/Title) _____

Name of bank _____

Address of bank _____

Bank transit number _____

Account number _____

Employee signature _____

Date: _____

Mail or drop off the forms to:

**Department of Human Resources – Payroll Office
688 Sherbrooke St., Suite 1520**

Please note the following:

1. *Once you start to receive payment by bank deposit, the color of the payroll cheque/deposit pouch will change from a gray colored pouch to a blue pouch. The cheque portion of the bank deposit pouch will be voided and replaced with your bank deposit information. Everything else will look identical. Please do not mistakenly deposit your payroll bank deposit stub into your bank account.*
2. *Should you change your bank and/or account, please inform the Payroll Office immediately through the completion of a new form.*