



# McGill

## Salary Bank Deposits Request Form

To have one's payroll deposited directly into a bank account, use the employee menu in **MINERVA**. If you don't have access to **MINERVA**, we require the completion of a Bank Deposit form with a cancelled cheque attached. These forms are to be forwarded to Human Resources – Shared Services Unit, 688 Sherbrooke St. West, Suite 1520. Payment by bank deposits will commence upon receipt and processing of the form **accompanied by a void cheque**, in time for next pay.

McGill ID number \_\_\_\_\_

Social Insurance Number (SIN) \_\_\_\_\_

Employee Name (Last/First/Title) \_\_\_\_\_

Name of bank \_\_\_\_\_

Address of bank \_\_\_\_\_

Employee signature \_\_\_\_\_

Date \_\_\_\_\_

Mail or drop off the forms to:

**Human Resources – Shared Services Unit  
688 Sherbrooke St. West, Suite 1520, H3A 3R1**

**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 update **MINERVA** or inform Shared Services Unit immediately through the completion of a new form.*