**CMU-R Payroll Initiation Form**

**Employee Demographic Information**

Surname:

First Name:

Date of Birth:

Marital Status:

Home Address:

Contact Phone #:

CSR # (if not assigned yet, write “In Progress”):

Citizenship #1:

Citizenship #2 (if applicable):

**Banking Information (Direct Deposit ONLY)**

*Payment will be made in RWF unless specifically authorized by a Human Resources representative*

Bank Name:

Bank Address:

Bank ABA or Swift Code:

Bank Account #:

Bank Account Currency (USD, RWF, etc.):

Beneficiary Name:

Beneficiary Address:

This form is required to be completed and signed by the employee and HR representative before pay can be processed. A current offer letter and CSR information sheet must accompany this sheet.