



# Payroll Direct Deposit Authorization

Payroll Office – MWB B115  
Phone: 250-721-7034

For scholarship payments, fill in [direct deposit authorization - Canadian payees](#)

Employees can view direct deposit and other payroll information via >>My Page/Employee services at <http://www.uvic.ca>.

Complete this form if:

- You are a new employee - return form before your first day of work **or**
- You are not currently receiving your pay via direct deposit from UVIC **or**
- Your banking information has changed

Please submit this information **immediately** in order to prevent delays in processing your pay.

**\*\*No faxed or scanned copies will be accepted\*\***

Legal Name (Last, First, Middle)		Department	
ID# (V00xxxxxx)		SIN# (if ID# unknown)	
Email (required)		Phone# (Home or DEPT)	

I authorize the University of Victoria to deposit my payroll cheque electronically to my account noted below.

Signature

Date

I am requesting direct deposit for the first time

**or**

I am changing my banking information

I have attached a void cheque

**or**

I have attached confirmation from my financial institution

**or**

I have asked my financial institution to complete this form

Name of Financial Institution (must be a Canadian Institution):  Scotiabank		Teller Stamp
<div> <div>0</div> <div>0</div> <div>2</div> </div> Institution Code (3 digits)	<div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> Transit Number (5 digits)	
<div> <div>0</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> Account Number		Teller Signature

The University of Victoria is committed to treating personal information in accordance with the *Freedom of Information and Protection of Privacy Act* (FIPPA) and the university's privacy policy. The university's collection of personal information complies with section 26 of the FIPPA and the *University Act*. The university uses the personal information for the purposes of maintaining a record of personnel paid. For a listing of the collection purposes see [Schedule A, Procedures for the Management of Personal Information](#). Should you have any questions concerning your personal information please contact the Access and Privacy Office at [foipp@uvic.ca](mailto:foipp@uvic.ca).