



Direct deposit authorization

Instructions

- The University of Victoria can pay by direct deposit to **Canadian bank accounts only**
- Complete this form to receive payment by direct deposit **OR** to change the banking information used for direct deposit
- If you are an employee of the university, use the [Payroll direct deposit form](#)
- Only cheques with pre-printed account holder name & address will be accepted
- If you do not have cheques, obtain confirmation of your banking information from your bank (see section B below)
- Mail the completed form and any necessary attachments to UVic Accounting Services:

University of Victoria, Accounting Services
PO Box 3040, STN CSC
Victoria, BC V8W 3N7

New direct deposit authorization

Change of banking information

Section A - Payee identification

Vendor / payee legal name (<i>last name, first name, middle name</i>)				UVic ID # (students only) V00	
Contact person (<i>last name, first name</i>)			Request date		Effective date (<i>for changes only</i>)
Mailing address		Suite	City	Province	Postal code
Phone number		Email address		Payment notification will be sent to this email address	

Section B – Banking information

I have attached a void cheque		I have attached confirmation from my financial institution		I have asked my financial institution to complete this section	
Institution code	Transit number	Account number			
Name of bank account holder		Type of account chequing savings			
Name of Financial Institution (must be a Canadian Institution):		Teller stamp			
Branch					
Financial institution address:					
Street					
City	Province	Postal code	Teller signature		

Section C – Authorization

Until further notice, I authorize the University of Victoria to deposit payments to the account noted above.

Authorized bank account holder signature	Last name	First name	Middle name	Phone Number (if different from above)	Date
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Personal information contained on this form is collected and will be used only for direct deposit of accounts payable payments into a payee's chosen bank account. Questions regarding the completion of the form or about the collection of information should be directed to accounts payable. Phone: 250-472-4525

Email: vendor invoice enquiry: payments@uvic.ca

non-employee, non-invoice enquiry: accountspayable@uvic.ca

For Accounting Services use only

Verified with Vendor (Initial)	Vendor Code	Date Completed	Entered	Verified
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>