

Payroll Bank Authorization Form for Direct Deposit

INSTRUCTIONS FOR COMPLETION

- To ensure that your account number is correct, please attach a cheque marked "VOID" for an account with chequing privileges or a personalized deposit slip. (Your financial institution may not accept Direct Deposit for accounts other than savings or chequing, i.e. line of credit. Check with your financial institution.)
- Be sure to complete ALL sections and sign the form in Section "D".**
- Return the completed form to your departmental business officer for processing. Please check with your department regarding payroll deadlines. **Do not return this form to the Payroll Department.**

Section A - Personal Information

Personnel Number:	Social Insurance Number:
Last Name:	First Name:
Address:	
Postal Code:	Tel. No (Home) : ()

Section B - Requested Action

Check one only:		DD / MM / YYYY
()	New Direct Deposit (first time set-up)	Effective Date
()	Change Direct Deposit	Effective Date

Section C - Institution Information

Your account number must be recorded accurately. An account number with missing or incorrect information will be rejected. For this reason be sure to include all "0" and "-" when recording your account number.	
Bank Account Number:	Bank Transit (Branch) Number:
Name of Bank or Financial Institution:	
Main Intersection of Bank:	
Bank Address: (Street No & Name, City Province) Canadian Branches Only	
Postal Code:	Bank Tel No.: ()

Section D - Authorization and Signature

I hereby authorize the University of Toronto to deposit my payroll payment in the bank or financial institution designated and I hereby authorize the bank or financial institution designated, to release my bank account number to the University of Toronto Payroll Department.	
Signature:	
University Tel. No: ()	Date Signed:
Faculty:	Department:

UNIVERSITY OF TORONTO PROFILE

OFFICE OF THE DEAN FACULTY OF APPLIED SCIENCE AND ENGINEERING

☐ MR
 ☐ MS
 ☐ MRS
 ☐ MISS
 ☐ DR
 ☐ PROF
 ☐ OTHER: _____

SURNAME: _____ **FIRST NAME:** _____ **MIDDLE NAME:** _____

PERSONNEL #: _____ ***SOCIAL INSURANCE #:** _____ **SEX:** ☐ M ☐ F **BIRTHDATE:**

D	D	M	M	Y	Y	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

* Copy of SIN card/document must be submitted

Proof of age attached:
☐ birth certificate
 ☐ passport
 ☐ baptismal certificate

CITIZENSHIP:
☐ CANADA
 ☐ USA
 ☐ UK
 ☐ OTHER _____

VISA STATUS:
☐ CANADIAN CITIZEN
 ☐ LANDED IMMIGRANT
 ☐ EMPLOYMENT AUTHORIZATION

STUDENT # (IF APPLICABLE): _____

***EMPLOYMENT AUTHORIZATION # (IF APPLICABLE):** _____

*Copy of employment authorization/work permit/student visa must be submitted

HOME ADDRESS:

STREET _____ **APT/UNIT** _____

CITY _____ **PROVINCE** _____

POSTAL CODE _____ **PHONE #** _____

COUNTRY (IF NOT CANADA) _____

E-MAIL ADDRESS: _____

EDUCATION:

DEGREE	NAME OF INSTITUTION	LOCATION	YEAR
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

STATISTICS CANADA DATA: use codes below

(TO BE COMPLETED ONLY BY FACULTY)

Employment (or occupation) immediately prior to appointment or re-appointment at University of Toronto

Type of Employment (check one)

01	Teaching position: university or affiliated college
03	Teaching position: other educational institution
05	Student (including postdoctoral fellow)
07	Military: civil and military personnel excluding hospital
09	Industry/commerce
11	Other

02	Non-teaching position: university or affiliated college
04	Non-teaching position: other educational institution
06	Position: hospital, clinic, health care unit
08	Govt department/agency excluding military/hospital
10	Self-employed (including private practice)

Province/Country of Previous Employment

Principal Subject Taught

I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT.

DATE

SIGNATURE OF STAFF MEMBER

forms/profile.xls