

MOHAWK COLLEGE OF APPLIED ARTS AND TECHNOLOGY

DIRECT DEPOSIT FORM

PAY GROUP: **Continuing Education**

*** if you are paid on separate pay groups, a direct deposit form must be completed for each payroll and submitted to ensure the information/change is complete for each deposit.

Employee # _____ (9 digits)

Employee Name _____

Department _____

Financial Institution _____

Financial Institution Address _____

FOR DEPOSIT INTO CHEQUING/SAVINGS ACCOUNT, ATTACH VOID CHEQUE OR OBTAIN PRINT OUT FROM BANK.

******HAND WRITTEN INFORMATION WILL NOT BE ACCEPTED******

Attach Void Cheque here:

TO CHANGE BANKS, YOU MUST COMPLETE A NEW FORM

Once you are on direct deposit and you want to change banks, you must notify Payroll Services BEFORE YOU CLOSE YOUR ACCOUNT. IF YOU DO NOT, your pay will be rejected by your bank causing a delay in receiving that pay cheque. A \$25 charge will be deducted from that pay to reissue that payment.

Date _____ Signature _____

Please return completed form to Payroll Services, Fennell Campus F106