

MOHAWK COLLEGE OF APPLIED ARTS AND TECHNOLOGY

DIRECT DEPOSIT FORM

Secondary Deposit Instructions

Use this form to advise payroll if you would like your pay deposit split over two separate accounts.

Employee # _____ (9 digits)

Employee Name _____

Department _____

Name of Bank of Institution _____

Bank or Institution Address _____

Specify dollar amount of Second Deposit (MANDATORY) \$ _____

**DEPOSITS ACCEPTED INTO CHEQUING/SAVINGS ACCOUNT ONLY,
ATTACH VOID CHEQUE OR OBTAIN PRINT OUT FROM BANK:**

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

Attach Void Cheque here:

**A new direct deposit from is required to change your bank account on file. You must notify
Payroll Services BEFORE you close your account to avoid bank rejections and delays.**

Date _____ Signature _____

Please return completed form to Payroll Services, Fennell Campus, Room F106