## Direct Deposit Authorization Form



The Finance Department is moving to an "electronic deposit" system for all vendors including employee reimbursements. This includes payments such as travel advances, mileage reimbursements and cheque requisitions. **Complete the following to authorize payments to be deposited directly into your bank account.** 

## Step 1 - Employee Information

Name:	Employee Number:	Employee Number:	
Campus:	Department:		
E-mail:	Phone:		
Step 2 – Banking Information Please attach a void cheque or a direct deposit form compl	eted by your financial institution.		
Update my banking info in the finance system Y N (Mileage, Re-imbursements, Travel)	Update my banking info in the p	Update my banking info in the payroll system	
Financial Institution:	Bank Address:	Bank Address:	
Bank Account Number:	Bank Code:	Bank Code:	
Bank Transit Number:	Account Type:		
Step 3 – Employee Authorization  I hereby authorize you to credit this account with any paymauthority is received to indicate otherwise.	nents due from Selkirk College un	til appropriate	
Employee Signature	Print Name	Date (yy/mm/dd)	

The completed from and attachments, if applicable, may be sent by mail to Accounts Payable, Castlegar Campus, 301 Frank Beinder Way, Castlegar BC, V1N 4L3. Scanned forms may be e-mailed to eepayables@selkirk.ca with the subject line "Employee Direct Deposit Form".