

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:
Campus:	Department:
E-mail:	Phone:

Step 2 – Banking Information

Update my banking info in the finance system (Mileage, Re-imbursments, Travel) <input type="checkbox"/> Y <input type="checkbox"/> N	Update my banking info in the payroll system (Paycheques) <input type="checkbox"/> Y <input type="checkbox"/> N
Financial Institution:	Bank Address:
Bank Account Number:	Bank Code:
Bank Transit Number:	Account Type:

Step 3 – Employee Authorization

I hereby authorize you to credit this account with any payments due from Selkirk College until appropriate authority is received to indicate otherwise.

Employee Signature _____ Print Name _____ Date (yy/mm/dd) _____

The completed form 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”.

***A COPY OF THIS COMPLETED FORM IS TO BE CC'D
TO BOTH FINANCE / PAYROLL**