



# FINANCE DEPARTMENT

Vendor #

OFFICE USE ONLY

## Application for Employee Direct Deposit of All Eligible Expense Reimbursement

*Send completed, signed application, marked Confidential, to:*

**Accounts Payable, 4th Floor, Chrysler Hall Tower, 401 Sunset Ave, Windsor, ON, N9B 3P4**

Application Type:

**New Application**

### Personal Information

Employee ID #

Last Name

First Name

Initial

Department

Campus Extension

Email Address  @uwindsor.ca

Please print University email address clearly as this will be used for notification of direct deposit.

### Banking Information

If reimbursement is to be deposited into the same account as account specified for payroll, check box  and skip to the Authorization section below.

(If box is checked, bank information will be acquired from Payroll department data files)

Bank Account No.

Account Type **Chequing**

Account Currency **Canadian**

Bank Institution No  (3 digits)

Bank Transit No  (5 digits)

Bank or Financial Institution

Branch Address

City

Province **Ontario**

Postal Code

**Attach a void cheque for all bank information given above. If void cheque is not available, attach a Letter of Guarantee from bank confirming banking information.**

### Authorization

I authorize the University of Windsor to credit the bank account indicated above. I will notify Accounts Payable in writing if I change the account from one bank or branch to another, or if there is any other change. I have retained a signed copy of this authorization form.

Employee's Signature

Date Signed

### Re: Collection of Personal Information

The information collected for Employee Direct Deposit is collected under the authority of the University of Windsor Act and is collected for the purpose of providing direct deposit of funds for expense and travel reimbursement to employees. Information provided to the Finance Department for Employee Direct Deposit will be used only for that purpose and will be accessed only by persons so authorized. If you have any questions about the collection of the information on this form, please direct questions to Accounts Payable at (519) 253-3000 ext 2120.

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Approved By

Date

System Updated By

Date

Setup Verified By

Date