



University  
of Windsor

Payroll PA01

## AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT

This form is required to ADD or CHANGE an existing direct deposit and must be received by the Payroll Department before payment can be processed, this authorization must be signed by the employee to be valid.

New Setup:

Change of Account:

### Employee Information:

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Employee Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

### Banking Information:

Please attach a void cheque/direct deposit authorization form from online banking or fill out the following information (must be completed by your financial institution)

Void Cheque/Authorization Form: Information is below:

Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_

Bank Number: \_\_\_\_\_ Bank Transit Number: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

Branch Verification Signature: \_\_\_\_\_

I hereby authorize the University of Windsor to deposit my payroll directly to the bank account provided above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Submit Form To:** Payroll Department. Any inquiries should be directed to this department at payroll@uwindsor.ca.