

## AUTHORIZATION AGREEMENT FOR DIRECT DEPOSITS

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.

<b>First Name:</b> _____	<b>Last Name:</b> _____	
<b>Student Number:</b> _____		
<b>Address:</b> _____		
<b>City:</b> _____	<b>Province:</b> _____	<b>Postal Code:</b> _____

**Attach a void cheque or fill out the following information (must be completed by your financial institution):**

<b>Bank Name:</b> _____	
<b>Bank Address:</b> _____	
<b>Bank Number:</b> _____	<b>Bank Transit Number:</b> _____
<b>Bank Account Number:</b> _____	
<b>Branch Verification Signature:</b> _____	

Please note that all banking information will be passed on to Accounts Payable to set up direct deposit for reimbursement of expenses. If you would like to have these funds deposited to a different bank account other than the one that has been specified for Payroll, please contact the Accounts Payable Department at ext 2123.

**I HEREBY AUTHORIZE THE UNIVERSITY OF WINDSOR TO DEPOSIT MY PAYROLL AND ACCOUNTS PAYABLE PAYMENTS DIRECTLY TO THE BANK ACCOUNT PROVIDED ABOVE.**

**Please complete the following:**      New Setup                      Change of Account

**Employee's Signature:** \_\_\_\_\_                      **Date:** \_\_\_\_\_  
*mm/dd/yyyy*

<b>Submit Form To:</b> Payroll Department. Any inquiries should be directed to this department at (519) 253-3000 ext. 2135
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