

## Payroll - Employee Direct Deposit Authorization Form

This form must be completed by all Royal Roads University employees. Please return to Payroll.

New

Change

Surname: \_\_\_\_\_ Given Name: \_\_\_\_\_

Department: \_\_\_\_\_ Employee No.: \_\_\_\_\_

For **Payroll Direct Deposit**, please attach a VOID cheque here.

A void cheque is not required if you have attached a Bank or Financial Institution Verification slip.

I authorize Payroll to provide the above account information to the Finance Department for any expenses to be reimbursed (i.e. travel expenses).

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office use only

Entered by:

Date:

Certified Correct by:

Date:

The personal information collected on this form is collected under the authority of the *University Act (RSBC 1996, c.468)* and is subject to the *Freedom of Information and Protection of Privacy Act (RSBC 1996, c.165)*. The personal information collected will be used for payroll or accounts payable direct deposit only and will not be shared with any other external third party unless directed by you. For more information regarding the collection, use and /or disclosure of this personal information please contact Bev Hooper, FOI & Privacy Consultant Royal Roads University 250-391-2600 ext. 4178, 2005 Sooke Road, Victoria, BC Canada V9B 5Y2.