

Salary Bank Deposits Request Form

To have one's payroll deposited directly into a bank account, we require the completion of a Bank Deposit form with a cancelled cheque attached. These forms are to be forwarded to the Department of Human Resources - Payroll Office, 688 Sherbrooke St. West, Suite 1520. Payment by bank deposits will commence upon receipt and processing of the form in time for next pay.

McGill ID number _____ (found on your pay-stub)

Social Insurance Number (SIN) _____

Employee Name (Last/First/Title) _____

Name of bank _____

Address of bank _____

Bank transit number _____

Account number _____

Employee signature _____

Date: _____

Mail or drop off the forms to: