

# Direct Deposit Authorization Form

**Note: Direct deposit is mandatory at the University of Manitoba**

This form must be submitted to Payroll Services **at least eight (8) working days** before your first/next pay day if:

- You are a new employee, or
- It has been more than six months since you last received a paycheque from the University of Manitoba, or
- Your banking information has changed since you last received a paycheque from the University of Manitoba.

Please submit a **hard copy** of the completed form to Payroll Services (137 Innovation Drive), or **Fax** to 204-474-7507 or **Email** to [payroll@umanitoba.ca](mailto:payroll@umanitoba.ca). The information should be sent **as soon as possible** in order to prevent a delay in processing your pay. When changing banking information, **do not close the old account** until deposit is successfully made to the new account.

**Questions? For more information, please call Payroll at 204-474-6632.**

The University of Manitoba is strongly committed to accessibility within its community. If you require accommodation support, please contact [UM.Accommodation@umanitoba.ca](mailto:UM.Accommodation@umanitoba.ca) or 204-474-7195.

1. Employee Information		
Last name:	First Name:	Preferred Name:
Employee/Student No.:	Contact No:	Appointment start date:
Position title:		Department:
2. Account information		
<p>A. The following information is required to ensure your paycheque and other payments such as travel and business expense claims are deposited to the correct account. Please note that all pre-authorized debits (i.e., monthly parking fees) will also come from this account. <b>Please attach either a VOID cheque or a direct deposit letter from your financial institution.</b></p> <p> <input type="checkbox"/> I am starting direct deposit           <input type="checkbox"/> I am changing my banking information (please also complete part b.)         </p> <p style="text-align: center;"> <b>Attach your <u>Void Cheque</u> here OR a <u>Direct Deposit Letter</u> with this form.</b>  <b>(The Direct Deposit letter from your financial institution must have a bank stamp and your signature OR be printed directly from the web browser, with url path name, of the secure online banking portal)</b> </p>		
<p>B. When requesting <b>change</b> in banking information, please submit the following for validation:</p> <p>1. <input type="checkbox"/> Banking information currently with University of Manitoba Payroll Services</p> <p>Name of bank, trust company, or credit union: _____</p> <p>           _____            Institution code (3 digit)      Transit Number (5 digits)      Account Number (11 or 12 digits)         </p> <p>2. <input type="checkbox"/> Copy of your government issued photo ID (e.g. Driver Licence, Passport, etc...)</p>		
3. Signature		
I authorize direct deposit to the account noted in Section 2a.		
Signature: _____		Date: _____
<p><b>Notice Regarding Collection, Use, and Disclosure of Personal Information by the University</b>          Your personal information is being collected under the authority of The University of Manitoba Act. The information you provide will be used by the University for the purposes of maintaining a record of personnel paid, to make reimbursement, to issue income tax receipts, to verify your identity and for communication. Your personal information will not be used or disclosed for other purposes, unless permitted by The Freedom of Information and Protection of Privacy Act (FIPPA). If you have any questions about the collection of your personal information, contact the Access &amp; Privacy Office (tel. 204-474-9462), 233 Elizabeth Dafoe Library, University of Manitoba, Winnipeg, MB, R3T 2N2.</p>		
For Central Administration use only		
Processed by: _____		Date: _____