



Human Resources

Payroll Direct Deposit Information

Please check one: New Change

Employee Name:
Employee # (or Student ID):
Dept Name:

Attach a void cheque. (If one is not available, please have your local bank branch provide you with a copy of the necessary banking information.)

I understand that the University will deposit my pay as per the account information I have provided. I acknowledge that it is my responsibility to advise Human Resources of any changes to this information.

Signature

Date

The University of Guelph has paperless pay advices. Further information can be found at:
www.uoguelph.ca/hr/staff-faculty/pay/e-paystub

Please note that this information applies to payroll deposits only. Employees using Electronic Fund Transfer for Travel & Personal Reimbursement Claim payments must contact Revenue Control regarding their banking information.

Please forward completed form to Human Resources, University Centre, Level 5.