

**ENTERED BY:** 

(Payroll Officer)

## Direct Deposit Form

EMPLOYEE NAME:	
SaskPolytech ID#: (	CAMPUS LOCATION:
Primary Payroll Bank Account (must be completed by employee)	
Chequing Account ("Void" Cheque marked "Primary Payroll Bank Account" must be attached)	
Other Account (Bank Official to complete the following information)	
Institution Branch	Bank Account Number
Bank Branch Authorized Signature	Bank Name/Branch/Address
Optional Payroll Bank Account #1 Amount \$ or Percentage %	
Chequing Account ("Void" Cheque marked "Optional Payroll Bank Account #1" must be attached)	
Other Account (Bank Official to complete the following information)	
Institution Branch	Bank Account Number
Bank Branch Authorized Signature	Bank Name/Branch/Address
Optional Payroll Bank Account #2 Amount \$ or Percentage %	
Chequing Account ("Void" Cheque marked "Optional Payroll Bank Account #2 must be attached)	
Other Account (Bank Official to complete the following information)	
Institution Branch	Bank Account Number
Bank Branch Authorized Signature	Bank Name/Branch/Address
Accounts Payable Bank Account (must be completed by employee)	
Same as Primary Payroll Bank Account (please tick in box)	
Same as Optional Payroll Bank Account #1 (please tick in box) Same as Optional Payroll Bank Account #2 (please tick in box)	
Chequing Account ("Void" Cheque marked "Accounts Payable Bank Account" must be attached)	
Other Account (Bank Official to complete the following information)	
Institution Branch	Bank Account Number
Bank Branch Authorized Signature	Bank Name/Branch/Address
Payroll must be notified of bank account changes at least 14 calendar days prior to payday (less notice may delay the change). Payroll can be deposited to a maximum of <a href="https://documestate.com/three-bank-accounts">https://documestate.com/three-bank-accounts</a> & expense reimbursements can be deposited to a maximum of <a href="https://documestate.com/three-bank-accounts">one accounts</a> . Employee must complete the Primary Payroll Bank Account information box and the Accounts Payable Bank Account box. Completion of Optional Payroll Bank accounts is not required.	
EMPLOYEE SIGNATURE	DATE
(Payroll Department Use Only)	

DATE: