



**DIRECT DEPOSIT AUTHORIZATION FOR PAYROLL AND REIMBURSEMENTS**

HRIS/Payroll no longer produces paper copies of Direct Deposit Payroll Advices. Employees can view and print direct deposit and other payroll data using [source.uvic.ca](http://source.uvic.ca). If you don't have a NetLink ID, you may apply for one using the following link . <https://netlink.uvic.ca>

<b>Name:</b>			
<b>UVic Id: V00##### (Required)</b>			
<b>Social Insurance Number: (Required)</b>			
<b>Phone (Home or Dept.):</b>			
<b>E-mail: (Required)</b>			
<b>Department:</b>			

I hereby authorize the University of Victoria to deposit my Payroll and Expense Reimbursements to my account at the following financial institution. This authorization is to remain in effect until changed or cancelled by me in writing.

**PLEASE ATTACH VOID CHEQUE HERE**

**TO BE COMPLETED BY A FINANCIAL INSTITUTION IF NO VOID CHEQUE.**

**NAME OF FINANCIAL INSTITUTION:**

\_\_\_\_\_

**ADDRESS:**

\_\_\_\_\_

\_\_\_\_\_

INSTITUTION #	<input type="text"/>	<input type="text"/>	<input type="text"/>	BRANCH/TRANSIT #	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
ACCOUNT #	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Chequing:</b>						<b>Savings:</b>						
TELLER'S SIGNATURE (OR STAMP): _____												
CONTACT NUMBER/FAX: _____												
EMPLOYEE SIGNATURE: _____										DATE: _____		

For more information please contact HRIS at (250) 721-7034