

## EMPLOYEE DIRECT DEPOSIT FORM

### INSTRUCTIONS FOR COMPLETION

- Be sure to complete all sections of the form below and sign the form in Section D
- For New Hires, return the completed form to your HR Representative
- For changes to Direct Deposit information, email to HR Operations at [hr.mcmaster@mcmaster.ca](mailto:hr.mcmaster@mcmaster.ca)
- Updates will be made in the pay period following receipt of the completed form or by the effective date, whichever date falls later.

<b>A EMPLOYEE INFORMATION</b>	
Employee ID (if known)	Student ID (if applicable)
First Name	Last Name

<b>B REQUESTED ACTION</b>		
<input type="radio"/>	New Direct Deposit – First time set-up	Effective Date (MM/DD/YYYY)
<input type="radio"/>	Change Direct Deposit	Effective Date (MM/DD/YYYY)

<b>C DEPOSIT INFORMATION</b>	
<p>McMaster pays employees by direct deposit - this ensures employees receive their pay on the pay date. It also avoids lost or stolen cheques and forged endorsements. Please attach a Void Cheque or Direct Deposit Form from your financial institution when you submit this form. Handwritten account information will not be accepted.</p>	

<b>D AUTHORIZATION &amp; SIGNATURE</b>	
I hereby authorize McMaster University to deposit my payroll payment in the bank or financial institution designated.	
Signature	Date Signed (MM/DD/YYYY)
Phone Number	Faculty / Department

### FIPPA NOTICE

The information on this form is collected under the authority of the McMaster University Act, 1976. The information is used for the academic, administrative, employment-related, financial and/or statistical purposes of the University including, but not limited to, admissions; registration and maintaining records; awards and scholarships; convocation; provision of student services, including access to information systems; alumni relations; and disclosure to or on behalf of the applicable McMaster student government. This information is protected and is being collected pursuant to section 39(2) and section 42 of the Freedom of Information and Protection of Privacy Act of Ontario (RSO 1990). Questions regarding the collection or use of this personal information should be directed to the University Secretary, Gilmour Hall, Room 210 McMaster University.