



Instructions

- The University of Victoria can pay by direct deposit to **Canadian bank accounts only**
- Complete this form to receive payment by direct deposit **OR** to change the banking information used for direct deposit
- If you are an employee or student of the university, use the online enrollment form to add or updated banking information
- Only cheques with pre-printed account holder name & address will be accepted
- If you do not have cheques, obtain confirmation of your banking information from your bank (see section B below)
- Mail the completed form and any necessary attachments to UVic Financial Services:

University of Victoria, Financial Services
 PO Box 3040, STN CSC
 Victoria, BC V8W 3N7

New direct deposit authorization

Change of banking information

Section A - Payee identification

Vendor / payee legal name (<i>last name, first name, middle name</i>)					UVic ID # (students only) V0	
Contact person (<i>last name, first name</i>)			Request date		Effective date (<i>for changes only</i>)	
Mailing address		Suite	City		Province	Postal code
Phone number		Email address			Payment notification will be sent to this email address	

Section B – Banking information

I have attached a void cheque		I have attached confirmation from my financial institution		I have asked my financial institution to complete this section	
Institution code	Transit number		Account number		
Name of bank account holder				Type of account chequing savings	
Name of Financial Institution (must be a Canadian Institution):				Teller stamp	
Branch					
Financial institution address:					
Street		Suite		Teller signature	
City		Province	Postal code		

Section C – Authorization

Until further notice, I authorize the University of Victoria to deposit payments to the account noted above.

Authorized bank account holder signature	Last name	First name	Middle name	Phone Number <i>(if different from above)</i>	Date
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Personal information contained on this form is collected and will be used only for direct deposit of payments into a payee's chosen bank account. Questions regarding the completion of the form or about the collection of information should be directed to:
 Email: vendor invoice enquiry: payments@uvic.ca
 non-employee, non-invoice enquiry: accountspayable@uvic.ca

For Financial Services use only				
Verified with Vendor (Initial)	Vendor Code	Date Completed	Entered	Verified
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>