

PAYROLL DIRECT DEPOSIT AUTHORIZATION

All employees of the Greater Victoria School District are paid by direct deposit to their Financial Institution. Earnings statements are posted on www.sd61.bc.ca/. Use your District User ID and password to view your statement on the secure site under: Staff, eServices, Employee Information.

The banking information collected on this form is required and will be used solely for the purpose of effecting direct deposit of earnings to the Financial Institution of your choice. It will be kept secure and confidential in accordance with the Freedom of Information and Protection of Privacy Act.

Please complete and return to the Payroll & Benefits office at least one week prior to pay day.

Employee Name: _____

Employee Group: _____ **Employee Number:** _____

Group: Teacher, Teacher on Call, Principal/Vice Principal, Exempt, ASA, CUPE 947, CUPE 382, Contract

Banking Information - Please attach a void cheque **OR** the following information must be completed and verified by your Financial Institution.

Type of Account: Check One:

Chequing Savings

Bank Name: _____

Bank Number: (3 digits) _____

Transit Number: (5 digits) _____

Account Number: _____

Domicile Stamp



I give authorization to deposit my net pay to the account and Financial Institution noted above. I understand that it is my responsibility to notify the Payroll & Benefits office if I change my banking information.

Should the information on this form be incorrect, the Financial Institution will reject the transfer and notification will be sent to us 2 or 3 business days after pay day.

Signature: _____ **Date:** _____