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## PAYROLL BANKING INFORMATION FORM

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New Request

Change Request

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Please attach void cheque(s) or direct deposit document(s).

**Original, signed document must be submitted to HR for account changes.**

**Faxed or emailed requests WILL NOT BE ACCEPTED.**

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**Optional** Fixed Amount Deposit      Amount: \$ \_\_\_\_\_

This flat dollar amount will be deposited first each pay, if you elect to deposit to multiple accounts.

Void Cheque attached       Or Direct Deposit Form       Or Not applicable

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**Remaining** Balance of Net Pay Deposit      Account #: \_\_\_\_\_

This deposit will be the remaining balance of your net pay, after any optional fixed amount deposit(s).

Void Cheque attached       Or Direct Deposit Form

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I authorize the City of Guelph to deposit payroll wages into the bank account(s) noted above.

Name (please print clearly): \_\_\_\_\_ Employee number: \_\_\_\_\_

*(mandatory for current employees;  
can be found on top right corner of paystub)*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### Notice of Collection

The personal information on this form is collected pursuant to the Municipal Act, 2001 and in accordance with the Municipal Freedom of Information and Protection of Privacy Act. This information will be used for the purposes of administration of City of Guelph payroll program. Questions regarding this collection should be directed to the City of Guelph, Human Resources, City Hall, 1 Carden Street, Guelph, ON N1H 3A1 at 519-837-5601.

**Internal use only**

HR confirmation (signature and date):