

Change Personal Information/Add/Change Direct Deposit

- I wish to : Change my Personal Information (Complete Section A)
 Add/Change my Direct Deposit Information (Complete Section B)

Empl ID

Name: _____

SECTION A - Change Personal Information

Name Changed From: _____

Mailing Address: _____

Social Ins Num (SIN) Change:

Phone Number: _____

SECTION B - Direct Deposit

I wish to have my cheque deposited electronically into the bank account designated below. Please include a sample voided cheque and complete Section B. If no voided cheque is included, please complete Sections B and C.

| | | |
|------------------------------------------------------------------|-------------------------------------------------------------------|--------------------------------------------------------------------|
| BANK OR FINANCIAL INFORMATION | | |
| Branch Address | | |
| TRANSIT# <input style="width: 40px; height: 15px;" type="text"/> | BRANCH ID <input style="width: 40px; height: 15px;" type="text"/> | ACCOUNT # <input style="width: 100px; height: 15px;" type="text"/> |

SECTION C

Employee - Please have Bank Official sign, only if voided cheque/direct deposit slip is not provided.

Signature of Bank Official

Date

IMPORTANT - It is the responsibility of the employee to advise the employer of any change of personal, contact or banking information
PLEASE NOTE: If you are in receipt of a pension from the Public Service Pension Plan (USPP) Teachers Pension Plan (TPP) Members of the House of Assembly Pension Plan (MHAPP) or the Provincial Court Judges Pension Plan (PCJPP), or if you are currently receiving payment from the Civil Service payroll, by changing your financial institution and/or your personal information, **all deposits will be made to the new account based on your revised information.**

Employee Signature

Date