

**UNIVERSITY OF TORONTO at Mississauga – PAYROLL BANK DEPOSIT AUTHORIZATION CARD**

1. To ensure accuracy of your account number, please enclose a cheque marked “VOID” or a personalized deposit slip.
2. Please be sure to include all “O” and “—“ when recording your account number.
3. Effective Date: Indicate when the deposit is to be effective (This is subject to Payroll Deadlines).

SURNAME		GIVEN NAME(S)			SOCIAL INSURANCE NO.			PERSONNEL NO.		
BANK ACCOUNT NO.		BANK TRANSIT NO.		NAME OF BANK OR FINANCIAL INSTITUTION			EFFECTIVE DATE			
							DAY	MTH	YEAR	
MAIN INTERSECTION OF BANK (or Plaza)		BANK ADDRESS (Street No. & Name, City, Province) <b>Canadian Branches only</b>				POSTAL CODE		BANK TELEPHONE NO.		

**I hereby authorize the University of Toronto to deposit my payroll payment in the bank or financial institution designated and**  
 I hereby authorize the bank or financial institution designated to release my bank account number to the University of Toronto Payroll Department.

SIGNATURE		UNIVERSITY PHONE	DATE SIGNED		FACULTY		DEPARTMENT			
			DAY	MTH	YEAR					

IN ADDITION TO THE PATROLL BANK DEPOSIT INFORMATION ABOVE YOU NEED TO SUBMIT FOLLOWING INFORMATION TO THE DEPARTMENT IN ORDER TO BE SET UP IN UFOFT PAY SYSTEM.

- Social Insurance Number (copy of SIN card)
- Student or work permit (if SIN number starts with a ‘9’);
- Date of birth
- Full Address / phone number
- Banking Information (complete above).

You can send all of the above information to Joanna Trochanowski by e-mail [j.trochanowski@utoronto.ca](mailto:j.trochanowski@utoronto.ca) or in person to KN 3208. Once this is received, we will ensure that your invigilator payment is processed as soon as possible.