



AUTHORIZATION FORM FOR DIRECT DEPOSIT

INITIAL REQUEST:

PAYROLL

I hereby authorize Champlain Regional College to deposit my pay cheque directly to my bank account.

I would like to receive my paystub in: English French

FINANCE

I hereby authorize Champlain Regional College to deposit my travel expense and cheque requisition reimbursements directly to my bank account.

A message will be sent to your College email address to advise you that a deposit has been made to your bank account. If you would like to receive your messages to a different email address, please indicate it hereinafter: _____.

MODIFICATION OF BANKING INFORMATION:

I hereby authorize Champlain Regional College to change my banking information for direct deposit purposes for PAYROLL **and/or** FINANCE (EXPENSES) to the account at the financial institution as indicated on the attached cheque specimen below, effective on

(date)

Date

Signature

Print name

ATTACH CHEQUE SPECIMEN HERE

Please return this duly completed and signed form to Human Resources.