Carleton University

Banking Information Form

Employee Name

_____

Employee Number/Banner ID/Student Number:

_____

Fill out this form to provide or update your banking information.

Please provide a copy of a VOID Cheque to process your pay.

We may also divide your pay between a maximum of three (3) accounts. Be sure to indicate the accounts in order of priority and include the amount that you would like deposited into each account. Your income will be deposited into the accounts, in order of priority, with the remaining sum going into the last account. *

*Please note, if your income will be less than the amounts you have specified, the accounts will be filled in order of priority.

Please update my banking information as follows:

Priority	Institution Name	Attached Void Cheque	$ Amount
1		Y/N	
2		Y/N	
3		Y/N	Remainder

Signature: _____   Date: _____

Due to COVID-19, we are not accepting in-person drop offs of banking information.

Submit completed form and banking information to payroll@carleton.ca.
This must be done using your Carleton email account.

For Office Use Only	
Verify Employee Name	
Verify Account Type	
Employee Class	
Print Previous Banking Information	
Update GXADIRD	
Check Banking	

Internal October 2020