

# Student Employment Deposit Information

Authorized: \_\_\_\_\_ office use only

Sent to Payroll: \_\_\_\_\_

**Step 1 - Print and complete this form.**

**Step 2 - Attach a void cheque or a Direct Deposit Payroll information form from your bank.**

**Step 3 - Return to Student Financial Services.**

Date \_\_\_\_\_

Name \_\_\_\_\_

Please direct my monthly work earnings to the bank account indicated:

\_\_\_\_\_  
Signature

**Please provide a voided cheque from a Canadian bank for payroll records.**

(This is necessary for electronic funds transfer - regrettably, a Line of Credit account will not accept an EFT)

**Notes:**

- 1) Pay period beginning date is the 1st, and ending date is the last day of the month.**
- 2) Deposit date will be the 10th of the following month, unless the 10th falls on the weekend. In those cases, payroll will be deposited in your bank account the next Monday.**

**Complete this section if you wish for part of your earnings be directed to your student account**

## Authorization to Deduct from Payroll

I authorize Burman University to deduct \$ \_\_\_\_\_ each pay period and transfer this

Beginning Date \_\_\_\_\_

No. of Pay periods \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_