

# Sheridan

## Payroll Direct Deposit Banking Information

The information collected on this form will only be used for direct deposit purposes. Payments will be deposited into either a chequing or savings account in your name from any financial institution in Canada. Pay statements are available for viewing and printing online through Employee Self Service.

Please attach a Void Cheque or a Bank Deposit Authorization Form below.

Name: \_\_\_\_\_

Employee ID#: \_\_\_\_\_

Signature: \_\_\_\_\_

**I authorize Sheridan College to credit my payment(s) to the account I have designated.**

***Attach a VOID cheque in the space provided.***

***Hand written bank details will not be accepted.***

All information submitted will be treated as private and confidential.  
Return Paperwork to Payroll Department, Room B309, Trafalgar Campus for Processing.