



The Dufferin-Peel Catholic District School Board

DIRECT DEPOSIT PAYROLL

Many employees call the payroll department inquiring about cheques issued to them by the Board. Cheques can be delayed in the mail or worse, lost. The Board can guarantee that money to be paid by DIRECT DEPOSIT will be in the bank on the pay date. A pay stub will be issued detailing your salary and deductions. This can either be sent to your school or mailed to your home.

We are encouraging all Board Staff to try DIRECT DEPOSIT.

We ask for a voided blank cheque or personalized deposit slip to be sent back with your completed form to insure the accuracy of banking information. If the account designated is not a chequing account, and you are not certain of the bank and transit numbers, please contact your branch to assist you in recording the required information.

TO ENROLL

Simply complete the attached application, and return it to the payroll department. Your completed form can either be returned by **school courier or mailed to:**

**PAYROLL DEPARTMENT
THE DUFFERIN-PEEL C.D.S. BOARD
40 Matheson Blvd., West,
Mississauga, Ontario L5R 1C5**

INSTRUCTIONS

ALL REQUESTED INFORMATION SHOULD BE FILLED IN.

The bank, transit and account numbers can all be obtained from the bottom of your cheque or personalized deposit slip. The transit number has 5 digits, the bank number has 3 digits, and the account number can vary from 4 to 12 digits (we must have at least 7 digits for your account number). Please indicate any hyphens in the account number. **DO NOT** confuse these 3 numbers with the cheque number, which is also pre-printed in the bottom left hand corner of the cheque. (See example below).

EMPLOYEE ID NUMBER: If you have not yet been assigned an employee ID number, please use your social insurance number.



The Dufferin-Peel Catholic District School Board

Direct Deposit Payroll – Change of Banking Information

Employee Name:..... Employee ID.....

Address:.....

.....

.....

School/Department:..... Position:.....

The Dufferin-Peel Catholic District School Board is hereby authorized and requested to credit payments due to me, to my account at the financial institution designated below, until canceled by me in writing.

Bank or Financial Institution:.....

Branch Address:.....
.....

Transit Number:

--	--	--	--	--	--

Bank Number:

0				
---	--	--	--	--

Account Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Date:..... Signature:.....

Please attach a sample personalized deposit slip or cheque marked "void".

Note: Please advise us promptly of any changes you may make in banking arrangements which result in a change of bank, branch, or account number. We require 3 weeks notice to process a change of banking details. Your old bank account should be left open until at least one pay is received in your new account.