



## Direct Deposit Authorization

### Instructions:

- The University of Northern British Columbia can pay by direct deposit to Canadian Bank Accounts Only.
- Complete this form and supply supporting documents to receive or make changes to direct deposit information that UNBC has on file.
- If you are an employee of UNBC and want to make changes to payroll deposit information, please contact HR ([hr@unbc.ca](mailto:hr@unbc.ca)).
- Only cheques with pre-printed account holder name & address will be accepted.
- If you do not have cheques, obtain confirmation of your banking information from your bank.
- Please email or forward completed forms and supporting documents to;

University of Northern British Columbia  
 Attn: Finance Department  
 3333 University Way  
 Prince George, BC V2M 4Z9

[Finance@unbc.ca](mailto:Finance@unbc.ca)

OR

\* If you are an employee/ student, please  
 send from UNBC email account\*

### New Direct Deposit Authorization

### Change of Existing Information

| Section A – Payee Identification                               |   |      |                        |   |
|--|---|------|------------------------|---|
| Vendor / Payee Legal Name (First Name, Middle Name, Last Name) |   |      |                        | UNBC #:   |
| Company Legal Name   |   |      | Company Contact Person |   |
| Mailing Street Address   | Suite   | City | Province               | Postal Code   |
| Contact Number   | Email Address (Student/Employee must use UNBC Emails) |      |                        | <b>Payment notifications will be sent to this email address</b> |

| Section B – Banking Information |                |  |          |             |
|---------------------------------|----------------|--|----------|-------------|
| I have attached a Void Cheque   |                | I have attached confirmation from my Financial Institution     |          |             |
| Institution Code                | Transit Number | Account Number   |          |             |
|                                 |                |  |          |             |
| Name of Bank Account Holder     |                | Name of Financial Institution (must be a Canadian Institution) |          |             |
| Financial Institution Address   |                |  |          |             |
| Mailing Street Address          | Suite          | City   | Province | Postal Code |

| Section C - Authorization   |            |           |      |
|---|------------|-----------|------|
| Until further notice, I authorize the University of Northern British Columbia to deposit payments into the account noted above. |            |           |      |
| Authorized Bank Account Holder Signature  | First Name | Last Name | Date |

Personal information contained on this form is collected and will be used ONLY for direct deposit of accounts payable payments into a payee's chosen bank account. Questions regarding the completion of this form or about the collection of information should be directed to accounts payable. Please contact 250 960 5510 or email [Finance@unbc.ca](mailto:Finance@unbc.ca).

| For UNBC Finance Office Use Only |      |        |                       |
|----------------------------------|------|--------|-----------------------|
| Received by: Email               | Mail | Person | Verified by: Phone    |
|                                  |      |        | Initials of Verifier: |
|                                  |      |        | Date Verified:        |