

DIRECT DEPOSIT

Sign up for direct deposit today! It's convenient, secure and reliable! **Concordia University** offers direct deposit if you are currently paid via a cheque. With direct deposit, we process your payments automatically into your bank account.

Direct deposit is the most *convenient* way to receive recurring deposits, with *immediate access to your funds*. Unlike a cheque, your funds will never be lost, stolen or damaged. There are also no holds on your funds, or a need for special trips to your bank to deposit your cheques.

HOW TO ENROLL

Please complete the information below and **attach a specimen cheque identified with your name or a direct deposit enrolment form with your name** provided by your financial institute.

Send it via email as per instructions provided.

Please deposit my pay directly into my account as indicated on the attached form:

Full Name: (Please print) _____

Date of Birth: (dd/mm/yyyy): _____

Employee I.D.: _____ Student I.D.: _____

Social Insurance Number: _____

Home Telephone Number: _____

Email: _____

Complete Home Address: _____

Signature: _____

Date: _____