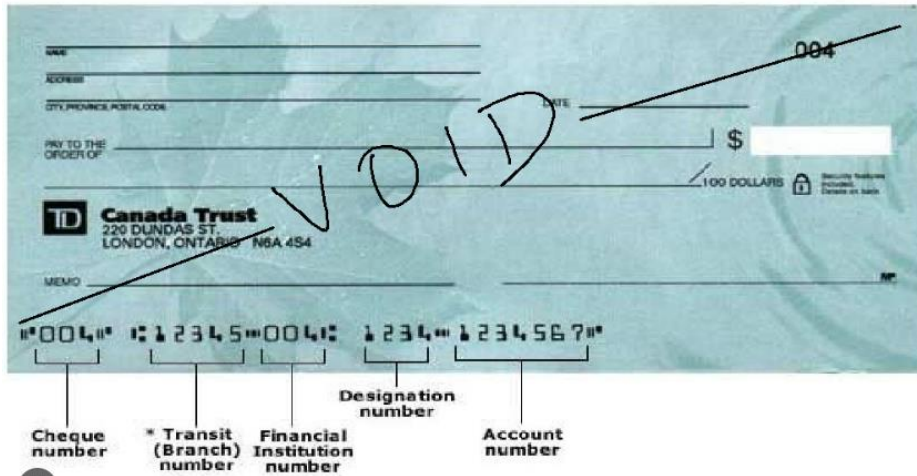


Direct Deposit Instructions:

King's University College pays via Direct Deposit **ONLY**. In order to set up Direct Deposit, you must supply the payroll department with a copy of a void cheque or a banking information form from your financial institution. See examples below of acceptable forms:



TD Canada Trust How to Set up Direct Deposits or Pre-Authorized Debits

Customer Name

Your Name _____

Transit No.

8 8 8 8 8

Inst. No.

0 0 4

Account No.

8 8 8 8 8 8 8



Use the account details provided to set up Direct Deposits and Pre-Authorized Debit Payments.

Direct Deposit

Direct Deposit is the most convenient way to receive recurring deposits (i.e. pay, pension, government payments, annuity, interest, etc.) with immediate access to funds. There are no holds on your funds or a need for special trips to your local branch or ATM to deposit your cheques.

To set up a Direct Deposit with the federal government:

1. Visit www.directdeposit.gc.ca for a Government of Canada Direct Deposit enrolment form and use your account information from the fields above when completing the form.
2. If you do not have a cheque to void, have your local TD Canada Trust branch stamp the enrolment form.
3. Once complete, mail the enrolment form to the address provided.

Note: Additional information may be required on the form such as your Social Insurance Number or date of birth. The form includes a toll free number for support with completing the form.

To set up a Direct Deposit with your employer:

1. Provide your account information from the fields above to the payroll department of your employer or company pension provider.