



Office of Finance and Administration  
 5163 Duke Street  
 Halifax, NS, Canada B3J 3J6

## NEW EMPLOYEE DIRECT DEPOSIT FORM

EMPLOYEE NUMBER: \_\_\_\_\_

EMPLOYEE NAME: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

### BANKING INFORMATION (Required)

Please note that NSCAD only pays direct deposit into employee's personal bank accounts. Without banking information, your pay will be held pending receipt of your banking information.

Name of Bank: \_\_\_\_\_

Branch and Address: \_\_\_\_\_

Type of Account (please select one):    Chequing:        Savings:

PLEASE ATTACH A VOIDED CHEQUE or PAYROLL DIRECT DEPOSIT FORM FROM YOUR BANK. (Only original hard copy of voided cheque or direct deposit form from the bank will be accepted and processed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**NOTE:** This form must be received at the Payroll Office by the 5<sup>th</sup> of each month for the 15<sup>th</sup> payroll and the 20<sup>th</sup> of each month for the 30<sup>th</sup> payroll. If you close or change your bank account, it is your responsibility to notify the Payroll Office IMMEDIATELY.

| FOR OFFICE USE ONLY      |  | Payroll Initials |
|--------------------------|--|------------------|
| Date Received            |  |                  |
| Date Changes implemented |  |                  |

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Forms can be mailed or dropped off to the Payroll Office  
 4<sup>th</sup> Floor, 5163 Duke St, Halifax, NS B3J 3J6  
 Tel #: (902) 494-8116