



Payroll Direct Deposit Bank Information Form

Employee Information	
Legal Last Name:	Legal First Name and Middle Initial:
Phone Number:	Social Insurance Number:

By completing this form you are authorizing the City of Surrey to deposit your pay into the specified account and to utilize your specified account for expense reimbursement.

If you worked for the City in the past and you would like to use the same banking information we have on file for you, please check the box to the right to re-authorize your banking information: ☐

There are 3 ways to provide the data required on this form:

1. Attach a blank, **voided** cheque from your account. The voided cheque must be **signed** by yourself. The relevant information must be clearly legible.
2. If you do not have a cheque, you can include a direct deposit form generated from your online banking portal.
3. If you cannot provide option 1 or 2 above, complete the Bank Account Information section below and provide your signature for confirmation.

Bank Account Information:

Bank/Institution #

Transit/Branch #

Account #

Signature:

The City of Surrey requires this form to be completed and returned before you start employment.

Certification:

☐ I hereby certify that, to the best of my knowledge, the information provided above is true and accurate.

Instructions:

1. Complete each box on the form and provide your certification of the information.
2. Information provided on this form is stored and used for HR purposes linked to payroll and benefit administration.
3. This form (once completed) should be uploaded using our secure system. **OR:** If you prefer not to upload this document, it can be emailed to the City's HR representative or physically returned to City of Surrey HR, 13450-104th Ave., Surrey BC V3T 1V8. The City of Surrey cautions the use of email as the means to communicate personal information due to privacy risks and contents in emails are included at your own discretion.