



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).
- 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

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)		Payment notifications will be sent to this email address	

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.

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