

Payment by direct deposit is mandatory for all employment, scholarship, honorarium, fellowship and other payments to employees, graduate students, postdoctoral fellows and others paid by Payroll.

This form should be completed by any payment recipient whom does not already have an active direct deposit banking account set up within Bear Tracks.

Please note:

- Direct deposits can only be made to recognized Canadian financial institutions.
- Deposits can only be made to one account using this form. Additional accounts can be setup using the Bear Tracks self-service at <https://beartracks.ualberta.ca>.

You must complete and submit this form before your first payment or sign into Bear Tracks at <https://beartracks.ualberta.ca> to enroll in or update your direct deposit record.

If you do not have access to Bear Tracks, please submit this form to:

Payroll Operations  
Human Resource Services  
2-60, University Terrace  
University of Alberta,  
Edmonton, AB T6G 2T4

For assistance with this form, please contact your [Employment and Pay Advisor](#) or call (780) 492-4555.

### Instructions:

Step 1: Please complete the Payment Recipient section and sign the form

Step 2: Attach a void cheque or Bank Direct Deposit Notification OR request that your financial institution complete the shaded area below.

### Payment Recipient Information *(Please print clearly)*

|              |       |                              |       |
|--------------|-------|------------------------------|-------|
| Last Name:   | _____ | First Name:                  | _____ |
| Employee ID: | _____ | Social Insurance Number:     | _____ |
| Department:  | _____ | Phone:                       | _____ |
| Signature:   | _____ | Effective Date (mm/dd/yyyy): | _____ |

**Please attach VOID cheque below** OR complete the section and have it stamped by your financial institution if no void cheque or deposit information is attached.

|   |                   |
|---|-------------------|
| <p><i>Name and address of bank where account is held</i></p> <p><i>Financial Institution:</i> _____</p> <p><i>Branch Address:</i> _____</p> <p><i>City/Province:</i> _____ <i>Postal Code:</i> _____</p> <p><i>Bank #:</i> _____ <i>Branch/Transit #:</i> _____</p> <p><i>Account Number:</i> _____</p> | <p>Bank Stamp</p> |
|---|-------------------|

### Important:

If you change your financial institution or close your direct deposit account, please update your account information on Bear Tracks or notify Payroll Operations as soon as possible. Please ensure that the account information you have on your Bear Tracks direct deposit record is always up-to-date and accurate.

The personal information requested on this form is collected under the authority of Section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act. The information will be protected under Part 2 of the Act and will be used for the purpose of electronically transferring funds to your personal financial institution account. Direct any questions about this collection to the FOIPP Liaison Officer, Human Resource Services, University of Alberta, 2-60 University Terrace, Phone 780-492-4555.