

SERVICE PROVIDER DIRECT DEPOSIT

As a result of the COVID-19 pandemic, the university is requesting that all service providers who will be receiving payments be set up on direct deposit immediately to ensure payments are not delayed.

Service/honorarium requests received after March 28 must have this direct deposit form attached to the request for payment to be processed. Please also include a phone number of the payee in case verification is required.

Procedures:

1. For deposit to a chequing account, please attach a sample cheque marked VOID. Alternately, attach a pre-authorized payment or direct deposit payment form from your financial institution. For other accounts you may want to verify the details with your financial institution.
2. This form or the online form **must** be completed whenever your bank account number and/or financial institution change. Failure to do so will result in a delay in payment.

Last Name _____ First Name _____ Middle Name _____

Phone Number _____ Email _____

Signature _____ Date _____

Financial Institution _____

Branch (where account was first opened) _____

Address _____

Account Number _____

Bank ID/Institution _____ Branch ID/Transit _____

Please Note:

- The account number is not your bank card number
- Your account must be with a Canadian bank
- You can only deposit the funds to one account
- The account is not a line of credit or business account
- Chequing or savings accounts only

Distribution: **Return the completed form to the department;** or, if emailed directly to ConnectionPoint - connectionpoint@usask.ca, please ensure the department has been notified.

If you have any questions, please contact ConnectionPoint at 306-966-2000.

ConnectionPoint Use Only:

Date Received:	Processed Date: _____	Processed By: _____
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