

Please complete all sections of the form below.

If you are a current USask employee, submit direct deposit changes through the [Pay and Time Reporting channel](#) in PAWS.

**Employee Information**

Last name	First Name	Middle	NSID (if known)
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**Deposit Information**

USASK pays employees by direct deposit – this ensures employees receive their pay on the pay date. It also avoids lost or stolen cheques and forged endorsements. Please attach a Void Cheque or Direct Deposit Form from your financial institution when you submit this form. Handwritten account information will not be accepted.

**Authorization and signature**

I have attached a void cheque or direct deposit form from my financial institution. I hereby authorize the University of Saskatchewan to deposit my payroll payment in the bank or financial institution designated.

Employee Signature	Date
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