



Notice of Change From Employee/Direct Deposit Form

INSTRUCTIONS FOR COMPLETION

Please use this form to report changes to name, status, address, telephone or other relevant information that is utilized for payroll purposes. The completed form will be included in your personnel file. Please forward directly to the Human Resources Department.

Present Information on Payroll & Personnel File (please print)

Surname (last name)		Given Names in full (first & middle)	
Employee #:			
Assigned School(s)	<input type="checkbox"/> Teacher	<input type="checkbox"/> Substitute Teacher	Social Insurance Number
	<input type="checkbox"/> Support Staff	<input type="checkbox"/> Casual Support	
	<input type="checkbox"/> Service Staff	<input type="checkbox"/> Casual Service	

Declaration of Change of Name and/or Status (attach supporting documentation)

Surname (last name)	Given Names in full (first & middle)
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Change of Address and/or Telephone

Address (Street No.)	City	Province
Postal Code	Telephone No.	Effective Date

Notice of Improved Educational Qualifications

Degree/Certificate (Transcript to be sent directly from University)	Classification	Name of University or Institution	Effective Date
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Direct Deposit Information - New Employees or Employees who have changed Bank Accounts

Read the following and check Option I or II. (Option I is preferred since we are assured of current bank information.)

*** Teachers who want a second bank account, please complete PR9-2**

OPTION I Direct deposit to a chequing account. Check "X" and attach a current blank cheque marked "VOID" across the face. The cheque must have preprinted numbers on the bottom indicating your bank, branch and account numbers.

OPTION II If your payments are not made to a current chequing account, please have this section completed by an authorized official at your bank.

For Bank Official Only		
Institution	Branch	Account Number
Bank Branch Authorized Signature		Bank Name

Date Completed	Employee Signature
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