

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 (employmentprocessing@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

OR

Finance@unbc.ca

* 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
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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:
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