



Completing the Direct Deposit Enrollment/Change Form

1. Complete the Direct Deposit Enrollment/Change form to direct your Payroll payments to your Financial Institution, to change your current Financial Institution information, or to change the split between the primary and secondary accounts.
2. Section 1 of the Direct Deposit Enrollment/Change form identifies the type of change, the employee, provides contact information and the authorization to deposit funds.
3. Indicate the type of change. If the Direct Deposit Enrollment/Change form is being used to change the split between the primary and secondary deposit accounts AND THERE IS NO CHANGE TO THE FINANCIAL INSTITUTION OR ACCOUNT INFORMATION there is no need to attach a blank cheque or printout. Complete Section 1 of the form and skip to Section 3 – enter the new split information.
4. Employee number is a required field for existing VIHA employees only. The employee number is on the bi-weekly pay statement and is six characters in length (i.e. preceding zeros should be recorded). For new employee's who do not yet know their employee number, complete the S.I.N. information to ensure the Financial Institution information is entered on the right employee record.
5. Employee S.I.N. is used as further identification to ensure the direct deposit information is entered on the correct employee record.
6. Employee name is a required field. This must be your legal name, as it is printed on your bi-weekly pay statement or your new hire documents.
7. Work Phone Number provides valuable contact information if there is a problem with the information on the Direct Deposit Enrollment/Change form.
8. Department is an optional field, but provides valuable contact information if there is a problem with the information on the Direct Deposit Enrollment/Change form.
9. Signature and date are required fields. Forms without this information will not be processed and will be returned to the initiator.
10. Section 2 of the Direct Deposit Enrollment/Change form identifies the Financial Institution information. The Financial Institution must be within Canada and the account must be in Canadian funds to receive funds by direct deposit.



11. Attach either a blank/void cheque (for chequing accounts) or a printout from your Financial Institution showing the bank number, transit number, and account number. Forms with financial information completed by hand will not be accepted and will be returned to the initiator.
12. Section 3 of the Direct Deposit Enrollment/Change form identifies the Financial Institution information for a secondary account. Payroll deposits can be split between two Financial Institutions. The split is based either on \$\$ (e.g. \$100 to the secondary account and the balance to the primary account) or a % (e.g. 10% to the secondary account and 90% to the primary account). If a second account is chosen, attach either a blank/void cheque (for chequing accounts) or a printout from your Financial Institution showing the bank number, transit number, and account number information for the secondary account. Financial information completed by hand will be not accepted and all funds will be deposited to the primary account.
13. If the Direct Deposit Enrollment/Change form is being used to change the split between the primary and secondary deposit accounts AND THERE IS NO CHANGE TO THE FINANCIAL INSTITUTION OR ACCOUNT INFORMATION there is no need to attach a blank cheque or printout.
14. Completed Direct Deposit Enrollment/Change forms are sent to the Employee Records & Benefits department –**Victoria fax #: 250-519-3604.**
15. Completed forms received by Thursday, of cutoff week, will be effective for the next Pay Date. When changing Financial Institution information, do not close the old account until after there has been a successful Payroll deposit to the new account.