

**DIRECT DEPOSIT REQUEST**

The Government of the Northwest Territories (GNWT) currently deposits your bi-weekly pay by DIRECT DEPOSIT to any Canadian chartered bank. The bank account must be with a Canadian Financial Institution. You will have your earnings deposited to your savings or chequing account. These monies will be available to you at the banks’ opening on each payday with the exception of some of the Credit Unions in the Province of Quebec where this transaction may take up to 48 hours.

**HOW DIRECT DEPOSIT WORKS**

You can enter all of your banking information on-line through HRIS Self-Service. If you need to change your banking information, you can also change it on-line. You do not need this form or a void cheque to enter or change the information on-line. Changes may take up to one pay cycle to be effective. Follow this link for instructions on entering your information: <https://my.hr.gov.nt.ca/employee-services/pay/updating-your-direct-deposit>

If you do not have access to a computer, you can provide the GNWT with your bank account information by completing the enrollment form below. **If you are NOT entering the information online through self service, you must attach a personalized deposit slip, a cheque marked “VOID” or have your financial institution stamp this form verifying your information.**

Once we receive this information from you, we provide account information together with the amount to be deposited to your bank. Your bank then deposits your pay directly into your account on payday at your specified branch in Canada.

**RETURN THIS FORM TO:**

Department of Finance - Payroll Office in Yellowknife (Laing 2nd Floor)

Or

Regional Human Resource Office

**REQUEST FOR PAYMENT BY DIRECT DEPOSIT**

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| --- | --- | --- | --- | --- | --- |
| **Employee Name:** | | | | | **Employee SIN# or PeopleSoft ID:** |
| **Department:** | | | | | |
| **Bank Name:** | | | | **Bank Location:** | |
| **Bank Number:** | **Transit Number:** | | | | **Account Number:** |
| **Chequing Account (\*)** | | | **Savings Account** | | |
| The GNWT is hereby authorized and requested to credit payroll accounts due me to my account with the bank designated above until cancelled by me in writing. If this banking institution is outside the Northwest Territories, I understand there may be a delay in the funds reaching my account. In the event a delay is the result of funds being directed to the wrong account through my error, I understand the GNWT will not issue a replacement cheque until the funds have been electronically returned to the Government Bank Account.  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Signature of Employee Date (dd/mm/yy)** | | | | | |
| **Internal Finance Use only** | | | | | |
| **Date Stamps** | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Entered By** **Date (dd/mm/yy)**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Verified By** **Payroll** **Date (dd/mm/yy)** | | | |