



# DIRECT DEPOSIT PAYROLL FORM

The Government of the Northwest Territories (GNWT) currently deposits employee' bi-weekly pay by DIRECT DEPOSIT to any Canadian chartered bank. The bank account (Cheque or Savings) must be with a Canadian Financial Institution. Employee's pay will be available by the banks' opening on each payday except for some of the Credit Unions where this transaction may take up to 48 hours.

**This form is only to be used by employees in the instances listed below:**

**NEW EMPLOYEES:**

New employees can submit this form as part of their hiring with Human Resources. Human Resources will submit to Financial & Employee Shared Services (FESS) as part of the hiring package.

New employees may return this completed form to their GNWT HR contact upon hiring or send to [hrhelpdesk@gov.nt.ca](mailto:hrhelpdesk@gov.nt.ca)

**EXISTING EMPLOYEES:**

Employees that do not have access to HRIS submit this form to [hrhelpdesk@gov.nt.ca](mailto:hrhelpdesk@gov.nt.ca).

**FESS will process the form to update the banking on an employee's HRIS account for future payments. Please note this may take up to two pays to process. Once processed, employee's pay will be deposited directly into the account provided below on payday.**

**All other employees must update/change their banking information through HRIS Self-Service.** Follow this link for instructions to enter or change bank deposit information in HRIS: <https://my.hr.gov.nt.ca/employee-services/pay/updating-your-direct-deposit>

## A. EMPLOYEE INFORMATION

EMPLOYEE NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

SOCIAL INSURANCE NUMBER: \_\_\_\_\_

DATE OF BIRTH (DD/MM/YY): \_\_\_\_\_

GNWT EMPLOYEE ID: \_\_\_\_\_

DEPARTMENT/AGENCY: \_\_\_\_\_

ARE YOU AN EXISTING GNWT EMPLOYEE?

- Yes  No

Existing employees must provide a reason why they cannot enter this information in HRIS directly:

## B. BANKING INFORMATION

BRANCH #: \_\_\_\_\_

FINANCIAL INSTITUTION #: \_\_\_\_\_

ACCOUNT #: \_\_\_\_\_

ACCOUNT TYPE: \_\_\_\_\_

NAME(S) OF ACCOUNT HOLDER(S) \_\_\_\_\_

**PROOF OF BANKING INFORMATION**

- Void personal cheque (please attach)
- Bank confirmation print-out (please attach)
- Financial Institution stamp (below)

STAMP  
HERE

## C. Consent

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.

**By signing, you confirm that you have read and agree with the consent statement above.**

EMPLOYEE SIGNATURE \_\_\_\_\_

DATE SIGNED (DD/MM/YY) \_\_\_\_\_

FOR INTERNAL FESS USE ONLY			
Entered by:	Date:	Verified By:	Date: