



**BRANDON  
UNIVERSITY**

## Brandon University Employee Information

Employee Name: \_\_\_\_\_

Permanent Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Birth (YYYY/MM/DD) \_\_\_\_\_

Social Insurance No. (SIN): \_\_\_\_\_

B.U. E-mail Address: \_\_\_\_\_

Personal E-mail Address: \_\_\_\_\_

**(For Pay Statement and T4)**

I Consent to receive my T4 tax slip by email  Yes  No

Signature: \_\_\_\_\_

## Direct Deposit Information

Attach a cheque (with **void** written across it – a photocopy is acceptable)

OR

Have your Financial Institution complete and stamp the information  
below

Name of Bank or Financial Institution: \_\_\_\_\_

Branch Address: \_\_\_\_\_

\_\_\_\_\_

Bank Number (3 digits): \_\_\_\_\_

Transit Number (5 digits): \_\_\_\_\_

Account Number: \_\_\_\_\_

*Official Bank Stamp*

### Payroll

Phone: (204) 727-9705  
Fax: (204) 726-1957  
Email: payroll@brandonu.ca

### Financial & Registration Services

Phone: (204) 727-9757  
Or (204) 727-9699  
Fax: (204) 726-4573  
Email: finreg@brandonu.ca

270-18th Street  
Brandon, Manitoba  
Canada R7A 6A9

www.brandonu.ca

This banking information is being collected under the authority of the Brandon University Act and will be used for direct deposit information within various departments of the University. It is protected by the Protection and Privacy provisions of The Freedom of Information and Privacy Act. If you have any questions about the collection, contact the Chief Human Resources Officer, Human Resources or the Director, Financial & Registration Services, Brandon University.