



Return to:
VIU Payroll Department
Email: payroll@viu.ca
Fax: 250-740-6166
Drop off: Bldg 300, Rm 117

Vancouver Island University payroll system requires payment be made by direct deposit to an account at the financial institution of your choice within Canada. Please provide the information requested below to ensure payment will be processed.

Name: _____ Employee # or SIN: _____

Email: _____ Phone #: _____

Employee Signature: _____

___ I am requesting direct deposit for the first time ___ I am changing my banking information

A void cheque for the account is attached

OR

Confirmation from my financial institution is attached.

Vancouver Island University payroll system allows a specified portion of your earnings to be deposited to a second account on a regular basis. This account must also be at a Canadian financial institution. If you wish to take advantage of this service, please complete the following:

\$ _____ (amount to be deposited bi-weekly)

A void cheque for the account is attached

OR

Confirmation from my financial institution is attached.