

For more information or to request alternate formats of this form for accessibility, please contact payrolldepartment@durhamcollege.ca

Please complete all fields. Any incomplete forms will not be processed.

EMPLOYEE INFORMATION

First Name:

Last Name:

Mailing Address:

Street Number:

Street Name:

City:

Province:

Postal Code:

Employee Banner ID:

Date of Birth(yyyy-mm-dd):

Social Insurance Number:

If your SIN number begins with a "9", you must provide the expiry date:

BANKING INFORMATION

You MUST submit a 'void' cheque or 'Direct Deposit Form' issued by your banking institution in order to set-up Direct Deposit for payroll.

NOTE: Please complete all fields. Any incomplete fields or failure to submit the appropriate banking details, will result in a delay in payment.

NOTICE OF COLLECTION

In accordance with Section 39(2) of the *Freedom of Information and Protection of Privacy Act, 1990*, the personal information collected on this form is collected under the legal authority of the Ontario Colleges of Applied Arts and Technology Act, 2002 and may be used and/or disclosed for payroll purposes. Your personal information may also be used for various administrative, statistical and/or research purposes of the College and/or ministries and agencies of the Government of Ontario and the Government of Canada. If you have any questions about the collection, use and disclosure of your personal information by the College, please contact the Freedom of Information and Protection of Privacy Coordinator, 2000 Simcoe Street North, Oshawa, ON, L1G 0C5, 905.721.2000 ext. 3292