

APPLICATION FOR DIRECT DEPOSIT

Please see reverse for instructions

Social Insurance Number		

New application Change existing data Add additional Direct Deposit

Section A - Employee identification

Surname		First name, initials	
Ministry		Branch/Regional Office	
Business Telephone Number		Home Telephone Number	

Section B - Net Pay Disbursement (Net Pay Deposit information)

Ministry use only

Institution number	0	Branch number		Net Pay Cheque	Direct
Account number				Disbursement A	B
Name of Financial Institution	Ontario Civil Service Credit Union Limited			Pay Dept.	Home
Branch name				Disposition D	H
Branch Address	18 Grenville St, Suite One Toronto, Ont M4Y 3B3			Distribution code	

Section C - Additional Direct Deposits(s)

Ministry use only

Amount	Additional Direct Deposit (check one)					Gross to Net Number					
	1	2	3	4	5						
Institution number	0	8	4	6	Branch number	0	0	0	1	2	Description code:
Account number											<input type="checkbox"/> C - Chequing
Type of account	<input type="checkbox"/> Chequing <input type="checkbox"/> Savings <input type="checkbox"/> RRSP <input checked="" type="checkbox"/> Credit Union										<input type="checkbox"/> S - Savings
Name of Financial Institution	Ontario Civil Service Credit Union Limited										<input type="checkbox"/> R - RRSP
Branch name											<input checked="" type="checkbox"/> U - Credit Union
Branch address	18 Grenville St. Suite One, Toronto, Ont M4Y 3B3										<input type="checkbox"/> L - SFL (Self Funded Leave)

Ministry use only

Amount	Additional Direct Deposit (check one)					Gross to Net Number					
	1	2	3	4	5						
Institution number	Branch number					Description code:					
Account number											<input type="checkbox"/> C - Chequing
Type of account	<input type="checkbox"/> Chequing <input type="checkbox"/> Savings <input type="checkbox"/> RRSP <input checked="" type="checkbox"/> Credit Union										<input type="checkbox"/> S - Savings
Name of Financial Institution	Ontario Civil Service Credit Union Limited										<input type="checkbox"/> R - RRSP
Branch name											<input checked="" type="checkbox"/> U - Credit Union
Branch address											<input type="checkbox"/> L - SFL (Self Funded Leave)

Until further notice, I authorize direct deposit of payment into the above designated account(s), until this direction is revoked by me and the above-named Credit Union.

Employee signature	Date	Form 1 of
Credit Union authorized officer		

APPLICATION FOR DIRECT DEPOSIT(S)

The latest upgrade to CORPAY, the Government of Ontario's corporate payroll system. includes the multiple direct deposit function In addition to the direct deposit of net pay, employees are now allowed up to five (5) additional direct deposits. Each additional direct deposit is processed as a deduction from the employee's net pay.

INSTRUCTIONS TO EMPLOYEES:

-Please print clearly.

-Information must be entered accurately. Incorrect information could cause delays in processing.

-If form is being submitted as change of existing information, DO NOT CLOSE your old account until your direct deposit arrives at your new account.

1. NET PAY DIRECT DEPOSIT:

- a) Complete Section A.
- b) -Attach a blank personal cheque/deposit slip with "VOID" written on it AND complete Section B.
-OR if you do not have a voided cheque/deposit slip, have Section B completed by your financial institution.
-Your account can be a savings or chequing account with any financial institution in Canada.

2. ADDITIONAL DIRECT DEPOSIT(S):

- a) Complete Section A.
- b) -Attach a blank personal cheque/deposit slip with "VOID" written on it AND complete Section C. Encircle the direct deposit number.
-If you do not have a voided cheque/deposit slip, have Section C completed by your financial institution.
-Your account can be a chequing, savings, RRSP or credit union account. This is the description that will be **printed on the pay stub.**
- a) This form can accommodate up to two (2) additional direct deposits. Up to five (5) direct deposits are allowed. If you want more than 2 additional direct deposits, simply use another form AND forward the forms to your ministry's Payroll/Hit office **with precise instructions.**

INSTRUCTIONS TO MINISTRIES:

Use this form as the source document when entering the employee's data into CORPAY's Payment Disposition Screen (PERU023):

FIELD NAME	DESCRIPTION/CODE S	ONLINE EDITS
PART 1: HEADING INFO:		
NET PAY DISBURSEMENT	Required. Valid codes are: A = Direct Deposit C = Cheque	If "A" Transit No. and Account No. must be entered. If "C" all other net pay fields must be blank
PAY DISPOSITION	Required Valid codes are: D= Dept H= Home	
DISTRIBUTION CODE	Enter Dept No for cheque distribution.	
PART 2: NET PAY DIRECT DEP.		
TRANSIT NUMBER	Required if direct deposit. 9-character alphanumeric: Pos 1 = 0 (Constant = Zero) Pos 2 - 4 = Fin. Inst. No. Pos 5 - 9 = Branch No.	-Must be entered if Net Pay Disb = A. -Must be found in Financial Inst Table -The combination of Transit No. and Account No. must not be the same combination used in any of the Additional Direct Deposit entries.
ACCOUNT NO.	Required if direct deposit. 12-character alphanumeric. Enter employee's account no.	See above edit on Transit Number.
PART 3: ADD'L DIRECT DEP.		
GTN NO.	Required if direct deposit. 3-character alphanumeric. Values: A.D.D. = 181 to 185; SFL = I 12	A GTN NO. cannot be used on more than one add'l. direct deposit.
DESC CODE	Required. C = Chequing S = Savings R= RRSP U = Cred Un L = SFL	
TRANSIT NUMBER and ACCOUNT NUMBER	SAME AS ABOVE	