

# Direct Deposit Salary Payment Request Form

Last revised: November 2020  
Last reviewed: June 2017  
Next review: June 2018

The form below should be used to start or change information for direct deposit.



Check one only (X)	
<input type="checkbox"/> To Start Direct Deposit	<input type="checkbox"/> To Change Information on Direct Deposit

Name	Employee Number
Ministry	City
Mailing Address	Postal Code
Province	

**1. Sign this form authorizing payment by direct deposit to your account**

I hereby authorize direct deposit to the account designated below. I understand that the information provided here will be used by the Government of Saskatchewan for the purpose of salary payment processing. Further, I understand that this agreement may be cancelled at any time by myself or the Government of Saskatchewan by written notice.

Employee Signature (Please print **and** sign)

Date

**2. Please do A or B: (A is preferable, unless we are paying to a non-chequing account.)**

A) Attach a current blank cheque or photocopy marked "Void". The payee's name should be preprinted on the cheque

**OR**

B) Have an official from your financial institution provide the following information regarding your current account:

Institution (Bank Number)

Branch (Transit Code)

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Account Number

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Name and Address of Financial Institution: \_\_\_\_\_

Financial Institution Official's Signature and Stamp: \_\_\_\_\_

**Routing:** Send completed form to:

Human Resource Service Centre  
2100 Broad Street Regina, SK S4P 1Y5  
Fax: 306-798-9966 or 1-877-852-9219  
Email: [HRSC@gov.sk.ca](mailto:HRSC@gov.sk.ca)