



# BANK INFORMATION

Financial Services - Payroll Office  
1000 KLO Road  
Kelowna, BC V1Y 4X8  
Tel: (250) 762-5445  
Fax: (250) 862-5479

Okanagan College operates on a biweekly payroll system and pay for all employees is deposited to the bank account of their choice every second Friday. Individual cheques will only be issued in exceptional circumstances. Please complete the information below and return to the payroll office.

**PLEASE ADVISE PAYROLL IN WRITING OF ANY CHANGES TO YOUR BANK ACCOUNT INFORMATION.**

**TO ADD OR CHANGE BANKING INFORMATION PLEASE ATTACH A VOID CHEQUE. If you are submitting this form electronically, please contact your bank to ensure the information is accurate.**

Legal Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

*Your paystatement will be sent electronically via email. We recommend using your Okanagan College email account, for security reasons; however you may provide any account you wish. Statements will not be mailed. Expense Reimbursements through Accounts Payable will also be deposited to Bank #1 below and your statement emailed to the address provided here.*

Your email address: \_\_\_\_\_

### Bank #1 - Primary

Name and Branch Address: \_\_\_\_\_

Chequing \_\_\_\_\_ or Savings \_\_\_\_\_ Deposit Percentage: \_\_\_\_\_ % or Amount: \_\_\_\_\_

Bank (3 digits) \_\_\_\_\_ Branch (5 digits) \_\_\_\_\_ Account # (7 or more digits) \_\_\_\_\_

### Bank #2 - Secondary (optional)

Name and Branch Address: \_\_\_\_\_

Chequing \_\_\_\_\_ or Savings \_\_\_\_\_ Deposit Percentage: \_\_\_\_\_ % or Amount: \_\_\_\_\_

Bank (3 digits) \_\_\_\_\_ Branch (5 digits) \_\_\_\_\_ Account # (7 or more digits) \_\_\_\_\_

Employee Signature or Consent \_\_\_\_\_

\_\_\_\_\_ Date

Freedom of Information and Protection of Privacy Act - The information on this form is collected under the legal authority of the College Act. This information is used exclusively for the administrative and statistical purposes of the College. Should you require further information, please contact the Financial Services - Payroll Office, 1000 KLO Road, Kelowna, BC V1Y 4X8