

Direct Deposit Authorization

You must complete this authorization form if you wish to have your pay deposited directly to your bank account. A new form will be required in the event of any change in your bank account or financial institution. Please be sure to attach a void cheque.

Please return your completed form to:
Human Resources, Suite DEC-06.350
3000 chemin de la Côte-Sainte-Catherine
Montréal, Qc H3T 2A7

You may also scan your completed form and email it to: rh.paie@hec.ca

Employee No.: _____

Last name, First name

Street No.

Street name / Post office box

Apartment No.

City or town

Province

Postal code

PLEASE ATTACH A VOID CHEQUE

Staple your cheque here

I authorize HEC Montréal to deposit my pay, minus all deductions, to the account indicated on the void cheque attached to this form.

Signature

Date

If you have any questions, please contact the data processing and payroll clerk at (514) 340-6232.