

Direct deposit made simple

3 Simple Steps

- 1 Fill out your personal information
- 2 Fill out your banking information or attach a void cheque
- 3 Submit this form to your employer's payroll department

Employee Details

First Name _____ Last Name _____

Employee Number (if applicable) _____

Bank Account Information

I've provided my banking information OR I've attached a void cheque

The diagram shows a void cheque from the Royal Bank of Canada. The header includes the RBC logo and address: "ROYAL BANK OF CANADA, 123 Main Street, Your Town, Province, L1L 1L1". Below the header are fields for "MEMO" and "SIGNATURE". The MICR line contains the numbers "00 1", "99999 003", and "999 999 9". Lines connect these numbers to labels below: "Transit #", "Institution #", and "Account #". Below each label is a grid of boxes for data entry: Transit # (6 boxes), Institution # (3 boxes with "003" pre-filled), and Account # (7 boxes).

By signing below, I hereby request my payroll to be directly deposited into the account indicated above.

Signature _____ Date _____