

Direct Deposit Form

Office of the Dean of Graduate Studies

Maggie Benston Student Services Centre 1100 Simon Fraser University 8888 University Drive Burnaby, BC

Phone 778-782-3042
Fax 778-782-3080

Email dgsaward@sfu.ca
Web www.sfu.ca/grad

The information on this form is collected under the authority of the University Act (RSBC 1996 c. 468) and the Financial Information Act of BC. The University uses the information on this form for graduate award payment administration by the Dean of Graduate Studies Office, as required by University policies. The information on this form is disclosed to financial institutions for the purpose of direct deposit only. If you have any questions about the collection and use of this information, please contact the Dean of Graduate Studies Office at gradstudies@sfu.ca.

DEAN OF GRADUATE STUDIES OFFICE ONLY

Date received

Please complete this form and return to the Dean of Graduate Studies Office only if:

- You have not already submitted a Direct Deposit Form to the Dean of Graduate Studies for an award you previously received **OR**
- The banking information you previously submitted has changed.

STUDENT INFORMATION

| | |
|----------------|---------|
| First name | Surname |
| Student number | Email |
| Signature | Date |

BANKING INFORMATION

- Attached is a void cheque, photocopy of savings passbook, or equivalent document from my bank (Must clearly show bank ID, branch/transit number, and bank account number)

[Please attach your void cheque or banking number here]

IMPORTANT INFORMATION ABOUT DIRECT DEPOSIT AND AWARD PAYMENTS

- 1) Students who have not previously submitted a Direct Deposit Form to the Dean of Graduate Studies Office must do so in order to receive award payment.

*Note: The Direct Deposit system used by the Dean of Graduate Studies is **not linked to the SFU Payroll system**, and as a result, banking information cannot be shared between the two systems. If you are set up on SFU Payroll but have never completed a Direct Deposit Form, you are required to provide this form to the Dean of Graduate Studies Office.*

- 2) Bank account changes must be communicated to the Dean of Graduate Studies Office by submitting a new Direct Deposit Form.
- 3) International students who are not yet in Canada must open a Canadian bank account and submit banking information to the Dean of Graduate Studies office upon arrival to Canada.
- 4) The University will deduct from your award any outstanding tuition fees, housing fees, and other indebtedness to the University. Any funds remaining from your award are subsequently sent via direct deposit to your bank account.

If you have questions regarding charges to your SFU student account, please contact Student Accounts, 3rd floor Maggie Benston Centre, for assistance.

- 5) A T4A income tax slip will be provided by Student Services in early 2011 or 2012, depending on the term you hold your award. Scholarship income is not taxable.

DGS use only

| | |
|-----------------|------|
| SIMS updated by | Date |
|-----------------|------|