Northern Ontario School of Medicine

PERSONAL DIRECT DEPOSIT INFORMATION

Internal Use Only

PERSONAL INFORMATION

PREFIX | FIRST NAME, MIDDLE NAME | SURNAME | TITLE/POSITION

__ __ __ - __ __ __ - __ __ __
SOCIAL INSURANCE NUMBER

__ __ __ __ / __ __ / __ __
DATE OF BIRTH (YYYY/MM/DD)

CONTACT INFORMATION

( ) __ __ __ - __ __ __ __
HOME PHONE

( ) __ __ __ - __ __ __ __
WORK PHONE

( ) __ __ __ - __ __ __ __
CELL PHONE

ADDRESS 1

☐ This is my default address

ADDRESS

CITY

PROVINCE | POSTAL CODE | COUNTRY

Please indicate Address Type:

☐ Home ☐ Business ☐ Temporary or Placement

ADDRESS 2

NOTE: *If listing two addresses, please identify a default as all NOSM Communication will be sent to this address.*

☐ This is my default address

ADDRESS

CITY

PROVINCE | POSTAL CODE | COUNTRY

Please indicate Address Type:

☐ Home ☐ Business ☐ Temporary or Placement

BANKING INFORMATION

Please indicate account type: ☐ **Chequing** ☐ **Savings**

Note: Personal line of credit not accepted

To ensure the accuracy of your account information a VOID CHEQUE (or Bank Verification Form) must be attached.

☐ I consent to have this information used by Finance for accounting purposes, if applicable.

REMITTANCE INFORMATION

Please indicate how you would prefer to receive your payment details: **(Please check one)**

☐ **E-MAIL ADDRESS:** _____

☐ **NO REMITTANCE ADVICE NECESSARY**

SIGNATURE APPROVAL

SIGNATURE | DATE

Please return completed direct deposit form to:

Northern Ontario School of Medicine – Human Resources
935 Ramsey Lake Road, HSERC, Sudbury, ON P3E 2C6
Fax: (705) 671-3880 Email: hr@nosm.ca

Revised August 2013

Protection of Personal Information: The Northern Ontario School of Medicine protects your privacy and your personal information. The personal information requested on this form is collected under the authority of the Letters Patent of the Northern Ontario School of Medicine dated November 15, 2002, and in accordance with the Freedom of Information and Protection of the Privacy Act. Personal information collected is used by the School for the purposes of executing various functions and activities related to Administration processes.