

York University
HOW TO GET PAID

In order to process funding contracts in a timely manner we require banking information early in the summer. Funds are deposited directly into your bank account on the 25th of each month. If your current banking arrangements will not change in September (i.e. you will not be opening a new account when you get to York) please fill in the information below, **include a void cheque or "new direct deposit" form from your bank** and return to Angie Ciuffetta (address below). This will assist us in processing the contract before September and, providing you register **before 15 August 2017** your first pay should be deposited on time. If your banking arrangements will not be firm until September or you do not register by the deadline, your first payment may be late.

INTERNATIONAL STUDENTS PLEASE NOTE: We cannot process a contract until you have a Social Insurance Number (SIN). We will provide information on how to obtain a SIN once you have visited the program offices. Please let us know your banking information as soon as you have opened a Canadian bank account.

Missing information may result in delayed payment.

Name: _____

Student #: _____ SIN: _____

Date of Birth: _____
Month Day Year

Home address:

Name of Bank: _____

Account #: _____
Transit # Bank ID Account #

Bank Address: _____

RETURN THIS FORM BY MONDAY, July 31st, 2017 to:

ANGIE CIUFFETTA, PROGRAM SECRETARY
JOINT GRAD. PROG. IN COMMUNICATION & CULTURE
ROOM 3015 VICTOR PHILIP DAHDALEH BUILDING (FORMERLY TEL)
YORK UNIVERSITY,
4700 KEELE STREET,
TORONTO, ONTARIO M3J 1P3

(Don't forget to include a void cheque or new direct deposit form)