

Payroll Direct Deposit

SECTION 1: Employee Information

Employee Name: _____ **Employee ID:** _____

Department: _____ **Division:** _____

Are you in receipt of a pension from PSPP, USPP, TPP, MHAPP, PCJPP? ☐ Yes ☐ No
(If yes, please refer to instructions for more information)

To ensure timely payment, I understand that it is my responsibility to immediately update my banking information if it changes with the Payroll and Benefits Division.

Employee's Signature

Date

Where possible a void cheque or bank pre-authorization form should be attached. If not please have section 2 completed by your financial institution.

SECTION 2: Banking Information (to be completed if void cheque or pre-authorization form not attached)

Name of Financial Institution: _____

Branch Location: _____

Branch Contact Phone Number: _____

Transit #:

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Institution #:

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Account #:

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Bank Official's Signature

Date

Internal Use Only:

Actioned By: _____

Date: _____

Verified By: _____

Date: _____

Under the authority of the **Financial Administration Act**, personal information will be collected for the purpose of processing requests. Your personal information is protected by the Access to Information and Protection of Privacy Act and will not be disclosed without consent or authorization. Any questions or comments can be directed to the HR Client Service Centre Specialists at 729-7690, 1-888-729-7690 or HRClientServiceCentre@gov.nl.ca

Payroll Direct Deposit Form (OCG-800) Instructions

Notes:

- In order to be placed on direct deposit or to make changes to your existing banking information the *Payroll Direct Deposit* form must be completed. A copy of the form can be found on the Public Service Network site <https://www.intranet.gov.nl.ca/forms/payroll-and-benefits-division> or by contacting the Payroll and Benefits Service Centre. If you have any questions about the completion of this form, please contact the HR Client Service Centre.
 - Payment by direct deposit from the payroll system is mandatory for all employees.
1. The employee must complete section one. The employee's identification number and the Department and Division at the time of form completion must be noted.
 2. Employees must indicate if they are in receipt of a pension from the Public Service Pension Plan (PSPP), Uniform Services Pension Plan (USPP), Teachers' Pension Plan (TPP), Members of the House of Assembly Pension Plan (MHAPP), Provincial Court Judge's Pension Plan (PCJPP). Please note that if you are in receipt of a pension from one of these plans the banking information provided here will be updated with pensions as well.
 3. Where possible a void cheque should be attached. If not available, please have section 2 completed by your financial institution or attach the bank provided pre-authorization form.
 4. Completed forms and necessary information should be forwarded to the HR Client Service Centre immediately to ensure timely payment.

Contact Information:

HR Client Service Centre

E-mail: HRClientServiceCentre@gov.nl.ca

Phone: 729-7690 or 1-888-729-7690

Fax: 729-7167

Mailing address:

Payroll and Benefits Division
Main Floor, West Block
PO Box 8700
St. John's, NL
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