

### Payroll Direct Deposit

**SECTION 1: Employee or Claimant Information**

Employee or Claimant Name: \_\_\_\_\_

Employee or Claimant 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 Compensation and Payroll Services.

\_\_\_\_\_  
Employee or Claimant 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 Service Centre Specialists at 729-7690, 1-888-729-7690 or [HRServiceCentre@gov.nl.ca](mailto:HRServiceCentre@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 <http://www.intranet.gov.nl.ca/docs/default.asp> or by contacting the HR Service Centre. If you have any questions about the completion of this form, please contact the HR Service Centre.
  - Payment by direct deposit from the payroll system is mandatory for all employees and some claimants.
1. The employee or claimant must complete section one. The employee or claimant identification number and the Department and Division at the time of form completion must be noted.
  2. Employees or claimants 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 Service Centre immediately to ensure timely payment.

### **Contact Information:**

#### **HR Service Centre E-mail:**

[HRServiceCentre@gov.nl.ca](mailto:HRServiceCentre@gov.nl.ca)

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

**Fax:** 729-7167

#### **Mailing address:**

HR Service Centre  
Ground Floor, West Block  
PO Box 8700  
St. John's, NL  
A1B 4J6