

## Direct Deposit Information Form

Queen's University at Kingston Financial  
Services, General Accounting  
355 King Street West, 3rd Floor  
Kingston, ON  
K7L 3N6



---

Please fill in the following fields and return by email to [banking@queensu.ca](mailto:banking@queensu.ca)

Payee Name:	Supplier Number: (if applicable)
Payee Address:	Contingent Number: (if applicable)
Payee Phone Number:	Payee Email Address:

---

Please pay the above noted person via direct deposit to the following bank account

**Affix copy of void cheque, bank letter, or deposit slip from online banking below**

Note: Please ensure the void cheque or bank letter has your name pre-printed by your bank for our verification.

Note: Payments in Canadian funds can only be deposited to a Canadian bank account.  
Payments in US funds can only be deposited to a US bank account.

---

I understand that notification of payment will be transmitted via email.

Payment notification will be received from:  
[payments@queensu.ca](mailto:payments@queensu.ca)

---

**Signature:**

**Name:**

**Date**