

Banking Information Entry Instructions

Banking information instructions for new hires into temporary, permanent roles as well as roles within Agencies Boards and Commissions associated with the Alberta Public Service in order to receive salary or remuneration (if applicable).

Direct Deposit - Primary Bank

Please enter the details of your primary bank account below. If you would like to add an additional account(s) or have your deposit split into more than one bank account, you will have the ability to do so at any time, after your onboarding process is complete. This can be done in Employee Self Service.

Account Owner	Put the account owner(s) name here
Bank Name	The Toronto-Dominion Bank (000402099) ▾
Bank ID	000402099
Branch ID	004
Transit Number	02099
Account Number (XXXXXXXXXX)	0123456
Payment Type	Main Bank ▾
Currency	Canadian Dollar ▾
Bank Country	Canada ▾

- Account Owner – name of candidate
- **Bank Name** – **DO NOT type the bank name**, type in your three (3) digit institution number and your five (5) digit transit/ branch number, without spaces. Select the bank name that appears. The information can be found on the bottom of your cheque:



- Bank ID – type the number that is in the bank name field (nine digit number in brackets)
- Branch ID – type in your three digit institution number
- Transit Number – type in your five digit transit/branch number
- Account Number – type in your account number without spaces (if account number is six digits long put a zero in front of it)
- Payment type, Currency and Bank Country do not need to be changed
- When all of the information is entered, select Next and continue