



How to Claim Your Life & Health Sciences Research Expo Award

Congratulations on winning an award for your poster at the Life and Health Sciences Research Expo. Thank you for your hard work!

It is University policy to pay all cash prizes by direct deposit to the recipient's bank account. As a result, arrangements need to be made so that your cash prize can be paid to you via direct deposit to your bank account.

1. If you already receive a paycheck from the University and are in the payroll system with your direct deposit information set up to receive payments then please submit your employee number on the form below. No other information is required. Your award will be deposited to your account by the University as soon as it is processed by payroll.
2. If you are **not** set up in the system yet, please fill out the information below, and return it to aly.sibley@usask.ca at 5D30 – Health Sciences building **together with a VOID check**. She will take this information to HR and arrange for your payroll account to be set up so that your award will be deposited into your account by the University as soon as it is processed by payroll.

Name _____

Employee Number (required)

Mailing Address _____

Phone number _____ Gender _____

Date of Birth _____ SIN _____

Have you included a VOID check?