

## Direct Deposit & Tax Information in Dayforce

**Step 1:** Log in to **MyMohawk** with your **Mohawk ID** and **Password**

**Step 2:** Navigate to the **Employee tab** and select **Dayforce** in the Quick Links options

**Step 3:** Once in Dayforce, click on **Forms** button on the right side

### **Step 4: Upload Direct Deposit Information**

1. Click **Direct Deposit** under Professional section, read the instruction under **Welcome** section carefully
2. Click **1 Direct Deposit** then **Add**. Enter your direct deposit information
3. Enter **Institution Number, Account Number, Branch Number** accordingly and accurately. Select Remainder/ Full Amount under the Deposit Type field
4. Click **2 Direct Deposit void cheque** to attach a void check or EFT form from your bank, please note\*\* **No handwritten information accepted\*\***
5. Once uploaded successfully, add comment if needed. Save and **submit** for approval.

### **Step 5: Submit Tax Information**

1. Click **Federal TD1 – 2021** under **Tax forms** section
2. Read carefully. Add amount and/or check boxes that applies to you.
3. Make sure the information given on the form is correct and complete. Sign the form by typing your name.
4. Click **'Submit'**.
5. Repeat the same for **Province/State Tax Form**.

\*\*\*\*\*All changes will be processed with the next available pay run\*\*\*\*\*

\*\*\*\*For detailed instruction, please visit Payroll Services in MyMohawk \*\*\*\*

## For assistance please contact:

Admin, MCF	Tamara Collins	EXT.2021	<a href="mailto:tamara.collins@mohawkcollege.ca">tamara.collins@mohawkcollege.ca</a>
Support	Dragana Colovic	EXT.2058	<a href="mailto:dragana.colovic@mohawkcollege.ca">dragana.colovic@mohawkcollege.ca</a>
Faculty	Ning Ning Dong	EXT.2012	<a href="mailto:ning-ning.dong@mohawkcollege.ca">ning-ning.dong@mohawkcollege.ca</a>
Part-time, CE	Deanne Paez	EXT.2266	<a href="mailto:deanne.paez@mohawkcollege.ca">deanne.paez@mohawkcollege.ca</a>