



M20: Direct Deposit Authorization Form

Effective Date: 9/09/03

Prior Date: 11/22/2000

[Fiscal Agent Handbook Index](#) | [Forms Instructions](#)

Facsimile: Direct Deposit Authorization Form	Instructions: Preparing a <i>Direct Deposit Authorization Form</i>	Questions
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Instructions: Preparing a Direct Deposit Authorization Form

- a. Complete either section 1 or 2 in Step I as follows:
 1. FOR DEPOSIT TO ONE ACCOUNT:
 - a) Initial if you want 100% of your check deposited into your checking account
 - b) Initial if you want 100% of your check deposited into your savings account
 2. FOR DEPOSIT TO TWO ACCOUNTS
 - c) Enter the fixed amount you want deposited into your checking account each payday.
 - d) Enter the fixed amount you want deposited into your savings account each payday.
- b. Supply the information in section 3 and/or 4 in Step II depending on your selections in Step 1.
 - e) Financial Institution: Enter the name of the bank to which you want your check directly deposited.
 - f) ABA/Routing Number: Enter the encoded number usually found in the lower left corner of the check.
 - g) Account Number: Enter at vii)(a) your checking and/or at vii)(b) your savings account number(s).
 - h) City, State, Zip: Enter the city, state and zip code of the bank(s) to which you want your check directly deposited.

- i) **Phone#:** Enter the phone number(s) of the bank to which you want your check directly deposited.

a. Complete Step III

- j) **Employee (Please Print):** Print the name of the person whose check is to be directly deposited.
- k) **Social Security Number:** Enter the social security number of the person whose check is to be directly deposited.
- l) **Work Phone:** Enter the extension number of the person whose check is to be directly deposited.
- m) **Home Phone:** Enter the home phone number of the person whose check is to be directly deposited.
- n) **Signature:** The person whose check is to be directly deposited must sign this line.
- o) **Date:** Enter the date that this form is signed.

[Return to Top](#)

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a. Direct Deposit Authorization Form



DIRECT DEPOSIT AUTHORIZATION FORM

STEP I

FOR DEPOSIT TO ONE ACCOUNT

①

(a)

Initial here if you want 100% of your check deposited to your checking account.

OR

(b)

Initial here if you want 100% of your check deposited to your savings account.

FOR DEPOSIT TO TWO ACCOUNTS

②

If you want to split your deposit then:

\$ (c)

Enter the fixed amount you want to deposit into your checking account.

AND/OR

\$ (d)

Enter the fixed amount you want to deposit into your savings account.

You can only specify a fixed amount for one account. The other must be the balance.

STEP II

Depending on your selections above you must provide:

CHECKING

③

Financial Institution (e)

ABA/Routing Number (f)

Account Number (g)

City (h)

State (h)

Zip (h)

Phone# (i)

If authorizing deposit to checking, a voided check is required.

SAVINGS

④

Financial Institution (e)

ABA/Routing Number (f)

Account Number (g)

City (h)

State (h)

Zip (h)

Phone# (i)

STEP III

EMPLOYEE

Employee (Please Print) (j)

Social Security Number (k)

Work Phone (l)

Home Phone (m)

Signature (n)

Date (o)

I authorize the University to initiate electronic credit entries to the financial institution listed above. I further authorize the university to reverse credit entries, if necessary, for any entries processed in error or not owed to me each payday.

This authority will remain in effect until I cancel in writing.
PLEASE RETURN THIS FORM TO THE PAYROLL SUPERVISOR (ROOM D139)



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[Fiscal Agent Handbook Index](#) | [Forms Instructions](#)

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Questions

Questions concerning direct deposits should be directed to the Payroll supervisor at extension 5195. Payroll is located in room E-225.

[Return to Top](#)

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