

Name:

Last

OFFICE OF THE UNIVERSITY BURSAR (0143) Student Services Bldg. Suite 150 Virginia Tech 800 Washington Street SW Blacksburg, Virginia 24061

Middle

Virginia Tech Direct Deposit Enrollment/Change Form

For payroll and reimbursements/refunds due you from VT (i.e. travel reimbursements, supply purchases, student refunds, etc.) You may complete this form or enter your bank account information online at www.HokieSPA.vt.edu under *University Account Information* or on My VT under the personal information tab.

First

VT ID Number:	VT Email Address:	Home No.
		Cell No.
Mailing Address:		
First time enrollment of direct deposit automatically enrolls you for both payroll and VT payments. You must specify below if you wish to use different accounts.		
FOR YOUR PAYROLL DIRECT DEPOSIT YOU MAY ENTER UP TO TWO BANK ACCOUNTS. <u>ONE ACCOUNT MUST</u> HAVE A DEPOSIT AMOUNT VALUE OF 100% OR <u>REMAINING FUNDS.</u>		
Account Type Che Sav		General Dalivery Sinding Credi, VA 24127 Figs to the
Deposit Amount	Dollars Percent (up to 100%)	If your financial institution places the ACH routing number here,
Use the Deposit Amount field to specify one of the following options: An actual dollar amount of the total deposit for this account OR A percentage of the total deposit for this account.		
If amount above is less than 100%, complete this section for remaining funds. Bank Name		
Account Type Che Sav	ecking Routing No	
DEPOSIT TYPE: OTHER DEPOSITS Bank Name Visit the Hokie SPA-		You may also enter your bank account information online. Visit the Hokie SPA— <i>University</i>
Account Type C	hecking Routing No	
S	Savings Account No	Avoid processing delays!
Terms and Conditions I authorize Virginia Tech and my financial institution(s) to deposit my pay and/ or other reimbursements (student refunds, travel reimbursements, etc.) from the University directly to the account(s) indicated.		
If Virginia Tech deposits funds to my account(s) which I am not entitled to receive, I authorize Virginia Tech to direct the financial institution(s) to return the funds deposited as explained under Section 2.5, Subsection 2.5.1 of the NACHA Operating Rules.		
The direct deposit information will remain in effect for 13 months after termination of employment or after a student (non-employee) is no longer enrolled.		
I understand it is my responsibility to verify that all direct deposit payments have been credited to my bank account(s) before writing checks against these funds.		
Virginia Tech Policy on Dissemination of Personal Information As an agency of the Commonwealth of Virginia, Virginia Tech complies with all State laws which govern the dissemination of personal information and internet privacy: Per the <i>Government Data Collection and Dissemination Practices Act</i> (2.2-3803 of the Code of Virginia), the information you provide for Direct Deposit will not be shared by Virginia Tech with any outside organization or company. Such data collected herein is also subject to Federal privacy laws, in particular the Family Educational Rights and Privacy Act (FERPA) and the Gramm-Leach Bliley (GLB) Act.		
	GNATURE: Date	