

Authorization Agreement For Payroll Direct Deposit



You can designate up to (3) different accounts and/or Financial Institutions for your direct deposit. For fixed amounts it will only take all or none of the amount you have indicated. "DO NOT" close an existing account without notifying the payroll office first. Failure to do this will delay your receipt of a paycheck.

Attach the following:

For **CHECKING** Accounts a voided check is needed.

For **SAVINGS** Accounts you may use a membership card, a banking statement, or a savings account deposit slip.

NET PAY DEPOSIT

_____ CANCEL my current net pay deposit _____ CHANGE my current NET PAY

_____ DEPOSIT my NET PAY into my _____ CHECKING _____ SAVINGS

Routing/Transit Number _____ Account Number _____

Bank/Financial Institution _____ City & State _____

FIXED AMOUNT DEPOSIT (PRIORITY 1)

_____ CANCEL my current fixed amount deduction _____ CHANGE my current fixed amount

_____ Deposit \$ _____ into my _____ CHECKING _____ SAVINGS

Routing/Transit Number _____ Account Number _____

Bank/Financial Institution _____ City & State _____

FIXED AMOUNT DEPOSIT (PRIORITY 2)

_____ CANCEL my current fixed amount deduction _____ CHANGE my current fixed amount

_____ Deposit \$ _____ into my _____ CHECKING _____ SAVINGS

Routing/Transit Number _____ Account Number _____

Bank/Financial Institution _____ City & State _____

I hereby authorize the University of Cincinnati to initiate electronic credit entries and, if necessary, debit entries to reverse erroneous credits, to my account(s) indicated above and to the financial institution(s) named above to credit and/or debit the same to such account(s).

Print Name _____ Social Security # _____

Signature _____ Date: _____

This Authority shall remain in full force and effect until the University has received written notification from me of its termination in a timely manner as to afford the University and financial institution(s) a reasonable opportunity to act upon it. Receipt in Payroll & Employee Information Services, M.L. 001, of such notification seven (7) days prior to a pay date will ensure timely processing. The University reserves the right to terminate this agreement without any prior notification.

Direct Deposit Information and Instructions

Guidelines

You may designate up to three (3) different accounts and/or Financial Institutions for your direct deposit. For fixed amounts it will only take all or none of the amount you have indicated. **DO NOT** close an existing account without notifying Payroll Operations first. Failure to do so will delay your receipt of a paycheck.

Creating a Direct Deposit

Please be prepared to provide the following information:

- Routing/Transit number for your bank
- Bank Account number

Tips on Providing the Checking Account Information



Note:

- Routing/Transit number for your bank is the first series of numbers at the left on the bottom of the check.
- The Checking Account number will be the next series of numbers follows the Routing/Transit numbers.