



Date Entered \_\_\_\_\_  
New  Update  Live Date \_\_\_\_\_

## Direct Deposit Authorization - For Payroll / Accounts Payable Only

Election for direct deposit requires **full net pay** to be distributed between the checking and savings accounts listed below. All direct-deposit information will be verified with your bank before becoming active. You will receive paper checks until your accounts become active, which may take one or more pay periods. A copy of a check or a direct deposit form from the bank must be provided for each account listed below. The primary account also will be used for direct deposit of employee expense reimbursements.

Please note that student billing account eRefunds and all other accounts receivable disbursements will continue to be deposited into the account you have designated for that purpose, which may be different from the primary account designated below.

Employee Name \_\_\_\_\_

University ID Number \_\_\_\_\_ Phone Number \_\_\_\_\_

1. Bank Transit/Routing Number (9 digits) \_\_\_\_\_

Bank Name and Phone Number \_\_\_\_\_

Account Number \_\_\_\_\_ Type of Account: Checking  Savings

Check one: Start  Stop

Entire net pay will be deposited into this account after the partial deposits listed below have been deducted,

2. Bank Transit/Routing Number (9 digits) \_\_\_\_\_

Bank Name and Phone Number \_\_\_\_\_

Account Number \_\_\_\_\_ Type of Account: Checking  Savings

Dollar Amount to be Deposited \_\_\_\_\_ Check one: Start  Change Amount  Stop

3. Bank Transit/Routing Number (9 digits) \_\_\_\_\_

Bank Name and Phone Number \_\_\_\_\_

Account Number \_\_\_\_\_ Type of Account: Checking  Savings

Dollar Amount to be Deposited \_\_\_\_\_ Check one: Start  Change Amount  Stop

4. Bank Transit/Routing Number (9 digits) \_\_\_\_\_

Bank Name and Phone Number \_\_\_\_\_

Account Number \_\_\_\_\_ Type of Account: Checking  Savings

Dollar Amount to be Deposited \_\_\_\_\_ Check one: Start  Change Amount  Stop

I hereby authorize Cabrini University to initiate direct deposit into the account(s) and financial institution(s) listed above. Payroll direct deposits and direct deposits of employee expense reimbursements will be made to the accounts listed above until I choose to terminate or change this agreement by submission of a new Direct Deposit Authorization form. If funds are erroneously deposited into my account(s), I authorize Cabrini University to debit my account for an amount not to exceed the amount of the credit.

I further authorize Cabrini University to provide me with an electronic pay statement and I understand that I will be notified by email to my official University email address for any employee expense reimbursements made to my primary account.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

# Direct Deposit Instructions

1. If you are completing this form online, save the document and then complete it.

Print the completed form and then sign and date on the lines provided at the bottom of the form. An original signature is required on each form submitted.

You also may print the blank form and complete by hand. Please print legibly if you are completing this form by hand.

2. Enter your name and your University ID number on the lines provided.
3. Each of the four sections on the form represents a different bank account. You may elect to have your paycheck deposited in up to four different accounts. However, the full amount of your paycheck must be allocated to the accounts listed. You cannot receive a check and a direct deposit on the same payday.

Because net pay might vary from pay period to pay period, it is not always possible to specify amounts that will ensure a full direct deposit of pay. Therefore, the bank account listed in the first section will be used to deposit your remaining net pay after all other partial deposits have been made.

If you are only signing up for deposit into one account, you must use this section to identify that account. The remaining three sections allow you to specify a dollar amount (not a percentage) that you would like to have deposited into up to three additional accounts.

Employee reimbursements may only be deposited to your primary account.

4. For each account, enter your bank's transit number. The transit number is usually the first nine digits on the lower left-hand corner of your check. Occasionally, a bank will specify a different series of numbers to use for direct deposit (ACH) transactions. These are listed under the bank's name and address on your checks. Please use these numbers instead of the transit number.

If you are depositing into a savings account, please contact your bank for their transit number. The numbers on your deposit slips might not be correct for direct-deposit purposes.

5. Enter the name and phone number of your bank. It might be necessary for the Payroll Department to contact your bank if there are questions concerning the proper set up of your direct deposit.
6. Enter your bank account number. These are usually the next series of numbers at the bottom of the check after the transit numbers. The last few digits on the right at the bottom of the check are the check number. They are identical to the check number printed on the top right corner of the check. Be careful not to include them as part of your account number on the form.
7. You may specify a dollar amount to be deposited into each account. As noted above, the net amount of your check will be deposited into the first account listed, so you may only specify partial amounts on the last three accounts.
8. Check the box indicating whether the numbers listed are for a savings or a checking account.
9. For each account listed, please indicate whether you are starting a new deposit, changing the amount of the partial deposit, or stopping your existing direct deposit. Attach a copy of a check or other verification from your bank for each account listed. Deposit slips are not acceptable verification.
10. Sign, date, and submit the form to the Payroll Department, located in the Business Office on the first floor of the Mansion. Your direct deposit(s) will become effective on the second pay period after your deposit authorization is processed.