The University of Dallas

Authorization Agreement for Direct Deposit

I hereby authorize The University of Dallas to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account indicated below and the financial institution named below to credit and debit the same entries to such account.

EMPLOYEE NAME:(printed)_____ UD ID# |___|___|___|___|___|___|___|___|___|

START_____ STOP_____ CHANGE_____

Primary Account: To deposit your **NET** pay into only one account.

Secondary Account: If you wish to deposit money into two different accounts. This must be **a specified amount.**

PRIMARY ACCOUNT

Bank Name_____

Transit Routing # |___|___|___|___| |___|___|___|___| |___| Checking ( ) Savings ( )

Account Number
|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|

SECONDARY ACCOUNT

Bank Name_____ Flat Amount _____

Transit Routing # |___|___|___|___| |___|___|___|___| |___| Checking ( ) Savings ( )

Account Number
|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|

Your deposit account(s) will be "pre noted" for one pay period. The pre note process is a "dry run" to detect any problems with your bank transit and account numbers. You will receive your regular paycheck for the pre note period. If your first paycheck is not direct deposited it will be held in the Business Office. Any changes to your bank transit number or account number must be reported in writing to the Payroll Office prior to the published processing deadline of the pay period in which the change is made. You also must notify the Payroll Office prior to closing your account.

PLEASE SEND COMPLETED FORM AND A VOIDED CHECK OR A PRINTOUT FROM YOUR BANK CONFIRMING ROUTING AND ACCOUNT NUMBER FOR EACH BANK ACCOUNT TO THE PAYROLL DEPARTMENT.

SIGNATURE: _____ DATE: _____