

PAYROLL DIRECT DEPOSIT FORM

Check One: New Request
 Change

In lieu of issuing a payroll check, the University will make a direct deposit to an account of your choice. You will receive a separate printed statement of deductions, withholding, etc. Please note that your payroll amount may be directly deposited into more than one account. A separate form must be completed for each account. Attach a sample check (or, if a savings account, a savings account form with the account number and bank routing number) for the bank account. Write "VOID" on any sample forms submitted. This form may be duplicated if multiple accounts are requested.

AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSIT (CREDITS)

Financial Institution:		
	City:	State:
Bank Routing Number (9 digits) <i>***This number is required***</i>		
Account Number:		
Type of Account (<i>check one</i>):	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	
Amount of Deposit:	\$	
	<i>***Write "Total Net Pay" for full amount***</i>	

In signing this form, I authorize Lawrence Technological University and my Financial Institution, identified above, to automatically deposit my pay each payday to the account designated. Adjusting entries to correct error(s) are also authorized. This form supersedes any prior direct deposit authorizations previously signed by me.

Employee Name _____ Banner ID # _____
 Signature _____ Date _____
 Home Address _____

