

PAYROLL DIRECT DEPOSIT FORM

Check One: New Request Change Cancel

In lieu of issuing a payroll check, the University will make a direct deposit to an account of your choice. Please note that your payroll amount may be directly deposited into more than one 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)

1 Bank Name/City/State _____

Routing Transit # _____ Account # _____

Checking Savings

Deposit Amount \$ _____ OR Deposit % _____ OR Entire Net Amount

2 Bank Name/City/State _____

Routing Transit # _____ Account # _____

Checking Savings

Deposit Amount \$ _____ OR Deposit % _____ OR Entire Net Amount

3 Bank Name/City/State _____

Routing Transit # _____ Account # _____

Checking Savings

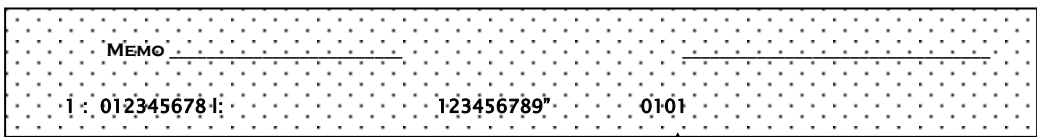
Deposit Amount \$ _____ OR Deposit % _____ OR Entire Net Amount

In signing this form, I authorize Lawrence Technological University and my Financial Institution(s), identified above, to automatically deposit my pay each payday to the account(s) 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 _____

Sample Check



Routing/Transit #
(A 9-digit number always between these two marks)

Checking Account #

Check #
(This number matches the number in the upper right corner of the check — not needed for sign-un)