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.

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**AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSIT (CREDITS)**

<table>
<thead>
<tr>
<th>Financial Institution:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>City:</td>
<td>State:</td>
</tr>
<tr>
<td>Bank Routing Number (9 digits)</td>
<td><em><strong>This number is required</strong></em></td>
</tr>
<tr>
<td>Account Number:</td>
<td></td>
</tr>
<tr>
<td>Type of Account (check one):</td>
<td>Checking</td>
</tr>
<tr>
<td>Amount of Deposit:</td>
<td>$</td>
</tr>
</tbody>
</table>

***Write “Total Net Pay” for full amount***

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**

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GuideBook—Tab 6  
March 31, 2006  
Approved: