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 # ____________________________
   ☐ Checking ☐ Savings
   ☐ Entire Net Amount

   Account # ____________________________
   Deposit Amount $ ____________________________
   OR Deposit % ____________________________
   OR

2. Bank Name/City/State ____________________________
   Routing Transit # ____________________________
   ☐ Checking ☐ Savings
   ☐ Entire Net Amount

   Account # ____________________________
   Deposit Amount $ ____________________________
   OR Deposit % ____________________________
   OR

3. Bank Name/City/State ____________________________
   Routing Transit # ____________________________
   ☐ Checking ☐ Savings
   ☐ Entire Net Amount

   Account # ____________________________
   Deposit Amount $ ____________________________
   OR Deposit % ____________________________
   OR

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

1. ☐ 0000000000123456789
2. ☐ 0000000000123456789
3. ☐ 0000000000123456789

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-up)