

STETSON UNIVERSITY

PAYROLL DIRECT DEPOSIT AUTHORIZATION AND AGREEMENT

The payroll Direct Deposit service is offered with the explicit understanding that Stetson University is not responsible for any financial liability that may result from the electronic transactions by and between Stetson University's financial institution and your financial institution.

The accuracy of the information you are provided herein is solely your responsibility.

INSTRUCTIONS

PRIMARY ACCOUNT – To deposit your net pay into only one account, complete the information required for primary account only.

SECONDARY ACCOUNT – If you wish to deposit money in two or more accounts or banks, complete the information requested for the additional accounts. This must include a specific amount.

IMPORTANT:

FOR DEPOSITS TO A CHECKING ACCOUNT, PLEASE ATTACH A COPY OF A VOIDED CHECK TO THIS FORM.

All information provided on this form will supersede all previous forms.

Cancel

New Request

Change

<u>Last Name:</u>	<u>First Name:</u>	<u>MI</u>	<u>Phone:</u>	<u>ID (800#):</u>
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PRIMARY ACCOUNT

ACCOUNT NO. _____	<input type="checkbox"/> CHECKING	<input type="checkbox"/> SAVINGS
ROUTING NO. _____		
FINANCIAL INSTITUTION _____		

SECONDARY ACCOUNT

ACCOUNT NO. _____	<input type="checkbox"/> CHECKING	<input type="checkbox"/> SAVINGS
ROUTING NO. _____		
FINANCIAL INSTITUTION _____		

Once you have returned the completed Payroll Direct Deposit Authorization and Agreement to the Payroll Office, we require a "pre-notification". This means you can expect your pay to be direct deposited in your **account two pay days after signing up.**

AUTHORIZATION

I hereby authorize Stetson University to initiate deposits (credits) and/or corrections to the financial institution(s) indicated above. The financial institution(s) is/are authorized to credit and/or correct the amount to my account. This authority is to remain in full effect until I either revoke it by giving 10 days written notice to Stetson University or upon termination of my employment with Stetson University.

PLEASE NOTE: IF A VOIDED CHECK IS NOT ATTACHED, WE CANNOT GUARANTEE THE ACCURACY OF YOUR DEPOSIT.

Signature

Date