

UNIVERSITY OF ARKANSAS, FAYETTEVILLE
Payroll Direct Deposit Authorization Form

Employee Name _____ ID# _____

Work Phone	Home Phone	Department
<input type="checkbox"/> New Sign-up	<input type="checkbox"/> Change in Current Profile	<input type="checkbox"/> Stop Direct Deposit

I hereby authorize the University of Arkansas to deposit my net pay and, if necessary, to make adjustments for any entries in error to my accounts(s) indicated below. The Financial Institution(s) named below is (are) also authorized to make the same entries to my accounts. The authority will remain in effect for every payroll until I have given the University of Arkansas notification of changes made to my account information and they have had a reasonable time to act on them. I understand that if I am not paid for at least 60 days, my direct deposit will be suspended for one pay day, giving me time to confirm my information with payroll. I understand that the University of Arkansas is not responsible for the accuracy of the information provided and inaccurate information will delay the implementation of the direct deposit.

If I am currently set-up to receive personal or travel reimbursements or travel advances from the University, those funds will also be directly deposited into the bank account listed below. If I have multiple bank accounts listed, the funds will be directly deposited to my "remainder" bank account or into the account with the bank priority-(please indicate the number of the bank account below.) If you are not set-up to receive these types of payments, this authorization will not automatically set you up with direct deposit in the event you are set-up to receive this type of payment in the future.

Please read this section and *completely* fill out the chart below. If you are making a change, remember you must allocate all of your check proceeds: **do not just put down the change you would like to make.**

Banking Priority – Your pay can be disbursed to up to 6 different accounts even if they are with different banks. Your pay will be disbursed to each account according to order listed below. **You must attach a voided blank check or form from your financial institution for each account listed to validate the 9 digit routing number and account number.**

Dollar and Percent Allocation – Write in the amount or percentage you would like to go into each account, only one dollar or percent can be indicated for each account. If you split it into more than one account, the last bank should always be an **R**, it will receive the **Remainder** of your net pay. **Any overtime/supplemental payment will be deposited to the bank with the R indicator.**

Banking Priority	Bank Name	Account Number	C=Checking S=Savings	Dollar Allocation	Percent Allocation
1					
2					
3					
4					
5					
6					

I understand that Direct Deposit of net earnings is the practice of the University of Arkansas and that 100% of my net earnings will be direct deposited. The authority will remain in effect until the University of Arkansas has received written notification from me of changes made to account information and has had a reasonable time to act on it. I understand that changes to account information must be received by the Payroll Office 10 working days prior to my regularly scheduled payday to be effective for that payday. I understand that the University of Arkansas is not responsible for the accuracy of the information in the chart above and inaccurate information will delay the implementation of the direct depositing. The Direct Deposit information above will be in effect for every payroll until I give written authorization to change my Direct Deposit distribution.

Signature: _____ Date: _____