

ROCKHURST UNIVERSITY
AUTOMATIC PAYCHECK DEPOSIT FORM

- Employee may deposit funds in a maximum of three (3) accounts. The accounts may be at the same or different financial institutions.

- When initiating or changing direct deposit, the first check under the new or changed account will be pre-noted by ADP, so that check will be a paper check. If the direct deposit goes through, future checks will be direct deposited. If the direct deposit does not go through during the pre-note process, you will be notified.

- Employee may cancel enrollment at any time, with cancellation effective the following pay date.

Name: _____

Address: _____

Social Security Number: _____

I AUTHORIZE THE DEPOSIT OF FUNDS TO THE FOLLOWING ACCOUNTS:

	Account 1	Account 2	Account 3
Name of Bank			
Routing Number			
Account Number			
\$ Amount			

Signature

Date