



## **Xavier University of Louisiana Department of Human Resources**

### **DIRECT DEPOSIT PAYROLL INFORMATION FORM**

**Employee's Authorization – Please fill out and return to the Office of Human Resources. For all checking accounts please attach a voided check for verification purposes.**

**\*Please note that your first check will not be a direct deposit. It is setup as a pre-note for verification. Thereafter each paycheck will be a direct deposit.**

**I authorize you and the financial institution listed below to initiate electronic credit entries, and if necessary, debit entries and adjustments for any credit entries in error each pay day to my:**

\_\_\_\_\_ **Checking Account**

\_\_\_\_\_ **Savings Account**

**This authority will remain in effect until I have cancelled it in writing.**

\_\_\_\_\_  
**Name of Financial Institution**

\_\_\_\_\_  
**Name (Please Print)**

\_\_\_\_\_  
**Branch**

\_\_\_\_\_  
**Social Security Number**

\_\_\_\_\_  
**City**

\_\_\_\_\_  
**State**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**TRANSIT ROUTING NUMBER**

--	--	--	--	--	--	--	--	--	--	--	--	--

**ACCOUNT NUMBER**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**Attach Voided Check Here**