

**WEEKLY/MONTHLY PAID EMPLOYEES  
PAYROLL DIRECT DEPOSIT AUTHORIZATION FORM FOR MULTIPLE DEPOSITS**

The University offers Direct Bank Deposits via electronic transmission through the Automated Clearing House (ACH) System. In order to take advantage of this service, please follow the directions indicated below:

**DIRECTIONS**

- 1) Please PRINT or TYPE all requested information. You may deposit into 2 checking or 1 checking and 1 savings account in addition to University Credit Union.
- 2) **ATTACH A VOIDED CHECK (OR PHOTOCOPY OF ONE) FROM YOUR BANK ACCOUNT. DO NOT SUBSTITUTE A DEPOSIT TICKET AS THIS DOES NOT HAVE THE NECESSARY BANK CODES NEEDED TO SET UP YOUR ACCOUNT.**
- 3) SIGN THE FORM.
- 4) RETURN DIRECTLY TO: Boston University  
Payroll Office  
25 Buick Street  
Boston, MA 02215

NOTE: Direct Deposit will begin the month following receipt of this form by the Payroll Office **if received by the 10th of the current month**. YOUR PAYCHECK STUB WILL BE SENT DIRECTLY TO YOUR DEPARTMENTAL ADDRESS. Any future changes to the information which you complete below must be submitted **in writing** to the Payroll Department.

**NAME:** \_\_\_\_\_ **EMPLOYEE NUMBER:** \_\_\_\_\_

**TYPE OF EMPLOYEE:**                      **Faculty**                      **Staff**

BANK NAME/ ADDRESS	ACCOUNT & BANK ROUTING #	ACCT TYPE: circle one	AMOUNT OF DEPOSIT % OR FLAT AMT
1:		CHECKING	
		SAVINGS	
2:		CHECKING	
		SAVINGS	

If you are changing your Direct Deposit Account, please indicate below:

**OLD BANK NAME:** \_\_\_\_\_

**OLD ACCOUNT NUMBER:** \_\_\_\_\_

I hereby authorize my employer, Boston University, to deposit the net amount of my paycheck at the above named bank. Boston University is also authorized to apply debit adjustments to correct any excess deposit made in error to my account. **I UNDERSTAND THAT THE DEPOSIT WILL NOT APPEAR IN MY ACCOUNT UNTIL PAYDAY (THE LAST BANKING DAY OF EACH MONTH).**

**EMPLOYEE SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_