



**CALIFORNIA LUTHERAN UNIVERSITY  
PAYROLL DIRECT DEPOSIT AUTHORIZATION AND AGREEMENT**

FROM: Ashley Fessenden/Business Office x3961

SUBJECT: **DIRECT DEPOSIT-STUDENT**

The payroll Direct Deposit service is offered with the explicit understanding that California Lutheran University is not responsible for any financial liability that may result from the electronic transactions by and between WELLS FARGO Bank 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 different accounts, or two different banks, complete the information requested for the Secondary account. This must include a specific amount.

**IMPORTANT:**

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

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

**New Request**

**Account Number Change**

NAME OF INDIVIDUAL	Last	First	MI	PHONE #	SOCIAL SECURITY NO
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***PRIMARY ACCOUNT***

ACCOUNT NO.	ROUTING NO.	CHECKING <input type="checkbox"/>	SAVINGS <input type="checkbox"/>
FINANCIAL INSTITUTION			
ADDRESS	CITY	STATE	ZIP CODE

***SECONDARY ACCOUNT***

ACCOUNT NO.	ROUTING NO.	CHECKING <input type="checkbox"/>	SAVINGS <input type="checkbox"/>
FINANCIAL INSTITUTION	DOLLAR AMOUNT		
ADDRESS	CITY	STATE	ZIP CODE

Once you have returned the completed Payroll Direct Deposit Authorization and Agreement to Payroll you can expect that in most cases the pay will be deposited into your account on the next payday. In some cases, when dealing with a smaller bank or credit union, we will require a "pre-notification". If this is needed, then two paydays after signing up, your pay will be directly deposited into your account.

***AUTHORIZATION***

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

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

Signature	Date
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