

University of Northern Iowa

Direct Deposit of Payroll Authorization Form

Name (Please Print) _____ UNI ID# _____
 (Last, First, MI)

I hereby authorize the University of Northern Iowa to initiate direct deposit credit entries and, if necessary, debit entries, or adjustments to correct any deposit errors to my checking or savings account at the financial institution(s) indicated below.

This authority is to remain in full force and effect until the end of my appointment or the University of Northern Iowa has received written or electronic notification from me of its termination in such time and in such manner as to afford the University of Northern Iowa and the financial institution(s) named below a reasonable opportunity to act on it.

Susan B. Sample		5678
2244 Lois Lane		
Anytown, FL 32123-4567		
		20 123/456 789
Pay to the Order Of	\$ _____	
	Dollars	
Memo _____		
⑆ 234 567890 ⑆ 234 567890 ⑆ 234 5678		
9-Digit Bank Routing Number	Account Number	Check Number (Do Not Include)

Most people have one bank designated for direct deposit (1). However, if you wish to split your pay check between banks, please use the additional entry fields (2 & 3) for that purpose.

1. Financial Institution _____
 (bank, credit union, etc.)
 City, State and Zip _____
 Routing # _____ Account # _____
 Deposit Entire Net Pay OR a Flat Amount of \$ _____
 (If flat amount, must complete 2 below.)
 Account Type: Checking Savings

2. Financial Institution _____
 City, State and Zip _____
 Routing # _____ Account # _____
 Flat Amount \$ _____ OR Balance of Pay
 (If flat amount, must complete 3 below.)
 Account Type: Checking Savings

3. Financial Institution _____
 City, State and Zip _____
 Routing # _____ Account # _____
 Balance of Pay
 Account Type: Checking Savings

Signature _____ Date _____

****Staple a voided check (not a deposit slip) to the top of this form.****

**This form must be received in Payroll 10 days prior to your next payroll date to be effective for that payroll.
 Payroll, Office of Business Operations, 103 Gilchrist, zip 0008**

