



DIRECT DEPOSIT AUTHORIZATION FORM

Last Name	First Name	M.I.
Social Security Number		Work telephone number

<input type="checkbox"/> START Direct deposit will begin two pay periods after this form is received by Central Payroll. In the interim, checks will be issued. Attach a voided personal check or specification sheet. Do not attach a deposit slip.	<input type="checkbox"/> CHANGE Paychecks will be issued until direct deposit begins with the new bank and/or account number (approximately two pay periods after this form is received by Central Payroll). Attach a voided check or specification sheet.	<input type="checkbox"/> STOP Direct deposit will stop one pay period after this form is received by Central Payroll.
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Type of Account <input type="checkbox"/> Checking <input type="checkbox"/> Savings	Bank Name
Routing Number (9 digits)	Account Number (no letters, symbols, or dashes)

The Johns Hopkins University is authorized to take the action selected above with my net salary. I also authorize The Johns Hopkins University to make any Accounts Payable System disbursements to me (e.g. medical, dental, dependent care, travel expense reports, employee reimbursements) to be made to the same bank and account specified.

In the event that The Johns Hopkins University notifies the bank that funds to which I am not entitled have been deposited to my account inadvertently, I hereby authorize and direct the bank to return said funds to The Johns Hopkins University as soon as possible.

I understand my direct deposit pay advice can be found at: <https://essapps.jhu.edu/webapp/FlexBen/FlexBenApp> and can be printed at my convenience. If I wish for my direct deposit advice to be printed by The Johns Hopkins University, I must complete the Printed Pay Advice Form and submit it to Payroll Shared Services.

Signature	Date
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Attach Voided Check Here

Payroll Use Only	Bank		P		A	
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Additional Information

1. Account numbers with letters or symbols can not be accepted and will be returned to you.
2. Either checking or savings accounts are eligible for direct deposit. Deposits can be made to only one type of account at a time.
3. Deposit amount will be for the full amount of net pay only. Partial deposits cannot be made.
4. Direct deposit can be made to any financial institution in the continental United States participating in the Automated Clearing House. If your financial institution is not a participant of the Automated Clearing House, this form will be returned to you.
5. Direct deposit will be effective on the third pay period after Payroll receives and processes the form. This is because the University must send a prenotification through the Automated Clearing Hose to your bank to indicate that future deposits will be forthcoming.
6. Direct deposit to a credit union other than The Johns Hopkins Federal Credit Union may take longer than three pay periods to begin if the University must determine if the credit union is a participant in the Automated Clearing House. The routing, transit number, and account number must be supplied on the form to process the direct deposit. These numbers may be obtained from the participating credit union.
7. Contact your financial institution to see if free checking or any other benefit is available to you as a direct depositor.
8. Payments to faculty, staff, and students in active status from the University Accounts Payable System (examples include medical/dental/dependent care reimbursements, travel expense report reimbursements, other employee reimbursements) are made in the same manner as the individual receives net pay. If the individual receives a paycheck, then accounts payable disbursements are paid by check. If the individual receives net pay by direct deposit, then accounts payable disbursements are paid by direct deposit to the same bank and account. The University cannot direct accounts payable disbursements to a different bank or account or by a different method.
9. Send completed form to:
The Johns Hopkins University
HR Shared Services
1101 East 33rd Street
Suite D-100
Baltimore, MD 21218