

**UNIVERSITY OF VIRGINIA  
DIRECT DEPOSIT AUTHORIZATION FORM**

Last Name	First Name	MI		Phone Number XXX - XX - _____
E-Mail Address	Employee ID #	OR		Last 4 of Social Security #
<input type="radio"/> Employee Only	<input type="radio"/> Student Only			<input type="radio"/> Both Employee and Student

You can establish direct deposit to a maximum of 2 bank accounts for **Payroll Payments** only. Indicate a Dollar amount or a Percentage of your paycheck to be deposited into each account. If you indicate a Dollar amount for the 1st account, write "Remaining Balance" for 2nd account. Please also indicate which account your non-Payroll reimbursements will be sent to (to include Travel or Expense Reimbursements).

- New Account Set-up       Existing Account       Use this Account for Non-Payroll Reimbursements

1) Name of Banking Institution (US Institutions ONLY)	Routing #
<input type="radio"/> Checking Account <input type="radio"/> Savings Account	
% or Dollar Amount	Account #
<input type="radio"/> New Account Set-up <input type="radio"/> Existing Account <input type="radio"/> Use this Account for Non-Payroll Reimbursements	

2) Name of Banking Institution (US Institutions ONLY)	Routing #
<input type="radio"/> Checking Account <input type="radio"/> Savings Account	
% or Dollar Amount	Account #

I have established an account(s) at the financial institution(s) indicated above and authorize:

- 1) the University of Virginia to deposit my funds via direct deposit,
- 2) my financial institution to credit my account,
- 3) the University of Virginia to initiate and my financial institution to make corrections to my account for any deposits made in error.

**This authorization will remain in effect until updated direct deposit information is received. I will provide at least two (2) weeks notice to the University Payroll Division if I change my account(s) or change my financial institution(s).**

Signature	Date
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# MANDATORY

**ATTACH VOIDED CHECK OR  
DEPOSIT SLIP FOR NEW  
ACCOUNT SET-UPS ONLY**

RETURN FORM TO:  
University of Virginia Payroll Division  
PO Box 400127  
914 Emmet Street  
Charlottesville, VA 22904-4127  
OR  
Fax: (434) 924-6306

Questions  
Call: (434)924-4350  
E-mail: payroll@virginia.edu