Butler University Payroll
Direct Deposit Authorization Form

Name (Please Print or Type) [   ]

Employee ID [   ]   **Last 4 digits of SSN number** [   ]

Pay Schedule   [   ]   **Bi-weekly**   **or**   [   ]   **Monthly**

Any new or changed direct deposit account information will take up to two pay periods to begin and a check for your full pay will be issued in the interim.

[ ] **START** depositing into bank account(s) listed below	[ ] **STOP** depositing into bank account(s) listed below	[ ] **CHANGE** bank(s) and account number(s) listed below

Note: Up to two direct deposit accounts may be used. These accounts may be at different banks. The first account must receive the balance of your paycheck. The second account is optional and can be either a percent or a specific dollar amount of your paycheck.
To validate your information, a voided check or direct deposit sign-up form (available from your financial institution) must be attached to this form.

Account #1

Name of Financial Institution [   ]

City [   ]   State [   ]   Zip [   ]

Bank Routing Number (ABA) [   ]   Checking [   ]   **or**   Savings [   ]

Account No. [   ]   Net Pay [X]

Account #2

Name of Financial Institution [   ]

City [   ]   State [   ]   Zip [   ]

Bank Routing Number (ABA) [   ]   Checking [   ]   **or**   Savings [   ]

Account No. [   ]   % [   ]   **or**   Amount [   ]

Please note if you currently or in the future plan to forward your ACH payment (BU Payroll Direct Deposit) to a non-U.S. bank, you cannot participate in Butler University's direct deposit program.

I hereby authorize Butler University and the financial institution(s) entered above to deposit any amounts owed to me to the account(s) entered above. In the event that Butler University deposits funds in error, I authorize a debit from the account not to exceed the original amount that was in error. This authorization will remain in effect until I have deleted the account information from the self-service page or completed a Direct Deposit Authorization Form.

Signature [   ]   **Date** [   ]