# **UNIVERSITY OF LOUISIANA**

**MONROE**

**PAYROLL AUTHORIZATION FOR “ELECTRONIC DEPOSIT”**

 New Application for Electronic Deposit Change of Bank, (Terminate old bank)

 Change of Account Number, same Bank Additional Bank

\_\_\_ Change of Direct Deposit Amount

**Classification**: (Circle one) Faculty Student Graduate Assistant Staff

I, ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby authorize the University of Louisiana at Monroe to “Electronically Deposit” my funds on a date specified by the University to the financial institution I have designated below. It is my responsibility to notify Human Resources, as appropriate, should any changes occur to the account(s) specified. Considering all conditions are met, this authorization remains in full effect until another signed form indicating termination of this option is received from me and the payroll department has had reasonable opportunity to act on the termination. In the event of an error in the credit entry, the correction of which requires that a reversing (debit) entry is made, I hereby authorize the Depository Institution to initiate such a debit entry in the amount of the error to my account.

**Employee Signature: ­­­­­­­­­**­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_ /\_\_\_ /\_\_\_

**Campus-Wide ID Number (CWID):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Campus Extension or Other Contact Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Attach Voided Check to Verify Bank Information and Complete the Following

**Financial Institution Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Routing Number** | **Account Number** |
|  |  |

**Type of Account: Checking Savings**

**Is this a second direct deposit account?**  **Yes No**

**If yes, specify amount to be deposited to this account per pay period:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **\*\*\*IMPORTANT\*\*\*** |
| **This original document must be submitted to the Department of Human Resources by mail or hand delivery only. After the authorization of direct deposit is returned to Payroll, one payroll cycle will be required for your information to be verified by your financial institution. *YOU WILL RECEIVE ONE MORE PAPER CHECK DURING THIS PROCESS.***  |