

Payroll Direct Deposit Authorization Form

**For further instructions and explanations, please refer to the other side of this form.
Contact Accounts Payable (x5497) to setup expense reimbursement direct deposit.**

SCU ID Number	Name										
TYPE OF TRANSACTION: <input type="radio"/> Start <input type="radio"/> Add <input type="radio"/> Change <input type="radio"/> Cancel For Add/Change: 1 st _____% or \$ _____	TYPE OF ACCOUNT: <input type="radio"/> Checking <input type="radio"/> Savings _____ ACCOUNT NUMBER	Routing Numbers - Code <table border="1" style="width: 100%; height: 20px;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>									
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STAPLE VOIDED PERSONAL CHECK FOR EACH ACCOUNT.

Additional instructions: _____

I hereby authorize Santa Clara University to initiate credits (and/or corrections to the previous credits) to my account at the institutions listed above. This authority is to remain in full force and in effect until I revoke it in writing giving the SCU Human Resources Department a reasonable opportunity to act on it, or upon termination of my employment. The information on this form replaces any information on previously completed forms.

_____ Employee Signature

_____ Phone Number

_____ Date

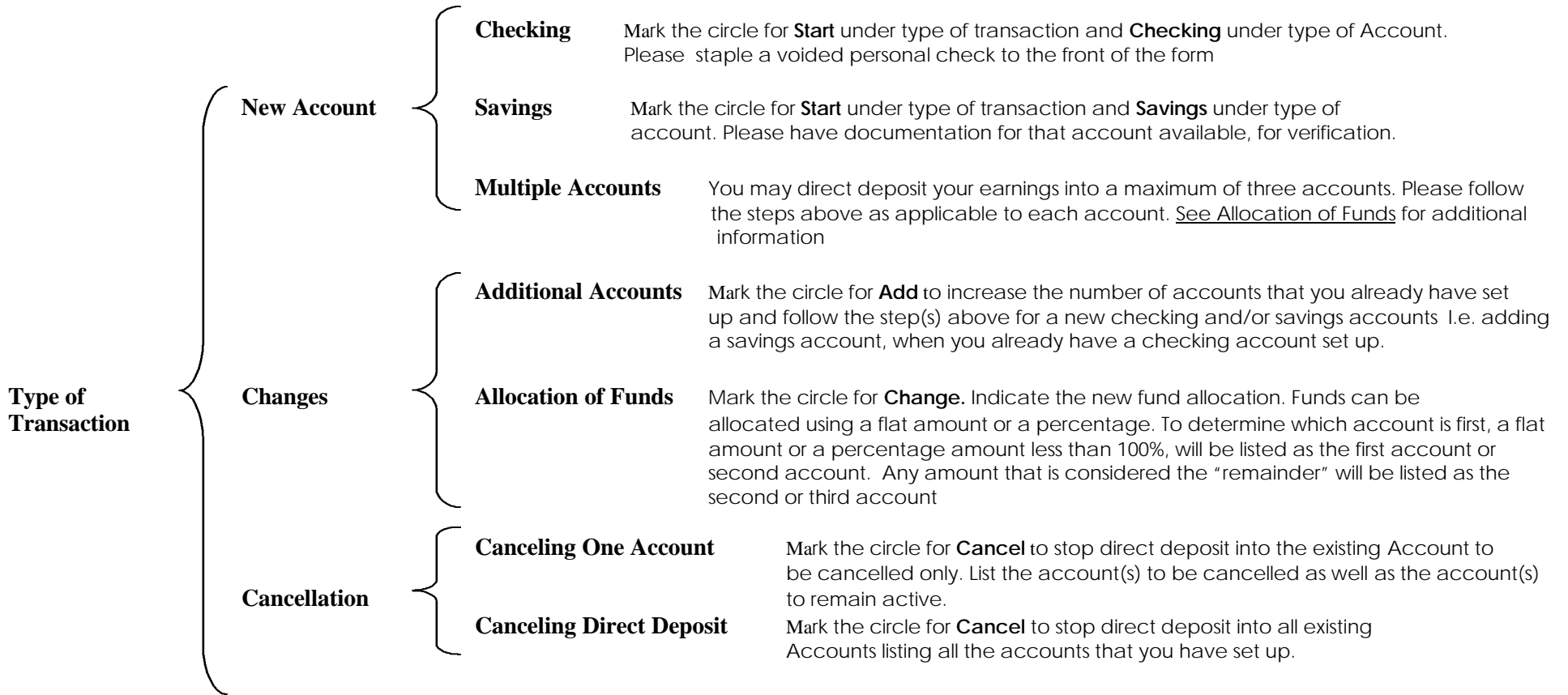
Note to Human Resource Representative - verify all information before accepting form, make sure form is signed and a phone number is listed. When setting up account information, please verify with employee's bank that you have correct account number and correct routing number.

Bank of America California – 121000358

General Instructions on filing out the Payroll Direct Deposit Authorization Form

Step 1. For all transactions, please fill out the form with your Name and Employee Identification number (if known).

Step 2. Select the type of transaction you wish to do and follow the instructions as they apply.



Step 3. Once the form has been filled out, sign; date the bottom and write a phone number where you can be reached for further clarification, if needed. Submit form to Human Resources. Contact Accounts Payable (x5497) to setup expense reimbursement direct deposit.

All Direct Deposit accounts take a minimum of 2 pay periods to start. The first pay period is considered the Pre-notification which is the process for verifying the information provided on the direct deposit form with the bank(s) information. This information is sent with a \$0.00 amount. If the pre-notification is successful, then the Direct Deposit will be effective on the next payday. If the pre-note is not successful, we will recheck the information, and try again the following pay period.