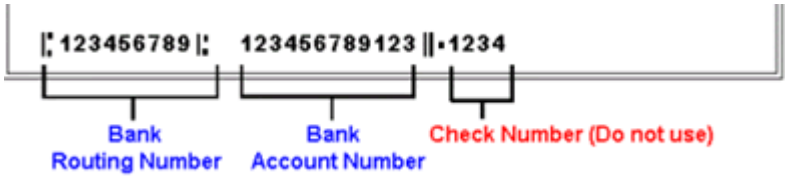
Yeshiva University

Payroll Services

Direct Deposit Authorization Form

To enroll in direct deposit, fill out this form and return to **Payroll Services**. Attach a "voided check" for each checking account – not a deposit slip. If depositing to a savings account, ask your bank to give you the Routing/Transit number for your savings account.

Below is a sample check detailing where the necessary information is located to complete this form:



Account Information

Make sure to indicate what kind of account, along with percentage to be deposited, if less than your total net pay. The percentages must add up to 100%.

ACCOUNT 1 (Primary Direct Deposit Account)
If no additional accounts are specified, 100% of your net pay will be deposited into this account.

Bank Name/City/State: _____

Routing/Transit #: __ __ __ __ __ __ __ __ __ Account Number: _____

__ Checking __ Savings I wish to deposit _____ % or __ Entire Net Amount

ACCOUNT 2

Bank Name/City/State: _____

Routing/Transit #: __ __ __ __ __ __ __ __ __ Account Number: _____

__ Checking __ Savings I wish to deposit _____ % or __ Entire Net Amount

ACCOUNT 3

Bank Name/City/State: _____

Routing/Transit #: __ __ __ __ __ __ __ __ __ Account Number: _____

__ Checking __ Savings I wish to deposit _____ % or __ Entire Net Amount

Please note that you will receive your next payment in the form of a paper check by mail while your new account information goes through a bank verification process.

IMPORTANT! PLEASE READ AND SIGN BEFORE COMPLETING AND SUBMITTING TO PAYROLL SERVICES.

I authorize my employer, Yeshiva University to deposit my net pay to my account(s). In the event that funds are erroneously deposited to my account(s), I authorize my financial institution(s) to debit my account an amount not to exceed the original amount of the erroneous credit. This DIRECT DEPOSIT ENROLLMENT FORM is to remain in effect until I give written notice to cancel.

Employee Name: _____ Banner ID: _____

Employee Signature: _____ Date: _____

PAYROLL SERVICES
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