STUDENT EMPLOYEE
PAYROLL DIRECT DEPOSIT AUTHORIZATION/CHANGE FORM

Direct Deposit should not be used by students who utilize student employment check to pay their outstanding balance with Student Accounts

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EMPLOYEE NAME (PLEASE PRINT) LAST 4 DIGITS OF SSN

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UNIVERSITY BOX NUMBER EMAIL

☐ INITIAL ENROLLMENT ☐ VOIED CHECK AND/OR
☐ CHANGES/ADDITIONS DEPOSIT SLIP ATTACHED
☐ CANCEL ALL DIRECT DEPOSIT

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P R A  FINANCIAL INSTITUTION-----------------------------------------------
I C C  TELEPHONE NUMBER-----------------------------------------------
M A N  ROUTING NO--------------------- ACCOUNT NO---------------------
Y T  ACCOUNT TYPE---- (CHECKING/SAVINGS)

INDICATE CHANGES MADE IF ANY-----------------------------------------------

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S A  FINANCIAL INSTITUTION-----------------------------------------------
C C  TELEPHONE NUMBER-----------------------------------------------
O N D  ROUTING NO--------------------- ACCOUNT NO---------------------
A T  ACCOUNT TYPE---- (CHECKING/SAVINGS)
R Y 1 INDICATE CHANGES MADE IF ANY-----------------------------------------------

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S A  FINANCIAL INSTITUTION-----------------------------------------------
C C  TELEPHONE NUMBER-----------------------------------------------
O N D  ROUTING NO--------------------- ACCOUNT NO---------------------
A T  ACCOUNT TYPE---- (CHECKING/SAVINGS)
R Y 2 INDICATE CHANGES MADE IF ANY-----------------------------------------------

I HAVE READ AND AGREE TO THE STATED TERMS/CONDITIONS

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EMPLOYEE SIGNATURE DATE

1950 Third Street, La Verne, California 91750
TERMS/CONDITIONS FOR DIRECT DEPOSIT

1. I authorize the University of La Verne to initiate, change, or cancel my direct deposit, as indicated.

2. I understand I may have up to three accounts. If only one account is used, it will be a Primary account and my entire net pay will be deposited into it. If two or three accounts are used, Secondary accounts 1 and/or 2 will be a dollar amount and the remainder will be deposited into the Primary account.

3. I authorize the University of La Verne to adjust or reverse any payroll entry made to my account in error. I understand that if a debit is made from my account, I will be notified by the Payroll Department.

4. To prevent any delay in deposits, it is my responsibility to immediately notify the Payroll Department when I change banks or bank account numbers.

5. I understand automatic direct deposit will start no sooner than the second payroll date after my initial enrollment, and will continue on each pay day until either I revoke it, or upon termination of my employment with University of La Verne.

6. I understand I need to notify the Payroll Department immediately if I elect to transfer 100% of my direct deposit amount from a U.S. bank to a foreign bank. (Effective 09/19/2009, new ACH rules state that if you receive your payroll via direct deposit at a U.S. bank and then have the entire payroll amount forwarded to a bank in another country you need to advise the payroll department as there are new formatting requirements for these transactions that the university needs to follow).

DEFINITIONS:

Primary Account: The account where the net or the remaining balance of the paycheck will be sent.
Secondary Accounts: The accounts where a designated flat amount will be sent.
Financial Institution: The name of the bank where you have your account.
Routing Number: Used to identify the bank, usually 9 characters.
Account Type: Checking or Savings account.
Account Number: Used to identify your account, usually 10 characters.