

DIRECT DEPOSIT AUTHORIZATION FORM

STARTING NOVEMBER 1, 2004 ALL NEWLY HIRED EMPLOYEES WILL BE REQUIRED TO USE THE PAYROLL DIRECT DEPOSIT PROGRAM TO RECEIVE THEIR PAY.

*Signing up for direct deposit should be done by employee online @ <https://gate.acs.utah.edu>
Select: Payroll, Taxes and Salary. Then select Direct Deposit. If direct deposit is set up online, a form should not be submitted.
If an actual direct deposit form is submitted for payroll entry, please allow up to two pay periods for processing.
If online entry is done, set up will be effective the next business day.

YOU WILL RECEIVE A CHECK UNTIL THE CHANGES CAN BE PROCESSED.

I HEREBY AUTHORIZE THE UNIVERSITY OF UTAH TO DEPOSIT MY NET PAY EACH PAY DAY DIRECTLY TO THE ACCOUNT(S) INDICATED BELOW. I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO CHECK MY ACCOUNT EACH PAY DAY TO ENSURE THAT MY MONEY WAS CORRECTLY DEPOSITED.

THE UNIVERSITY WILL NOT BE LIABLE FOR EMPLOYEE BANK CHARGES RESULTING FROM PROBLEMS ASSOCIATED WITH DIRECT DEPOSIT SUCH AS: ERROR IN EMPLOYEE PROVIDED BANK INFORMATION, OR LACK OF EMPLOYEE NOTIFICATION WHEN A BANK ACCOUNT IS CLOSED.

CHECK THE APPROPRIATE BOX(ES) FOR ACTION BEING TAKEN:

NEW SETUP CHANGE INFORMATION CANCEL DIRECT DEPOSIT **GO PAPERLESS**

EMPLOYEE NAME (REQUIRED)	DATE	PHONE NUMBER
EMPLOYEE ID # (REQUIRED)	EMPLOYEE SIGNATURE (REQUIRED)	

DISTRIBUTION #1: _____ % OR \$ _____

BANK OR CREDIT UNION NAME(REQUIRED)	CHECKING OR SAVINGS (REQUIRED)
TRANSIT (ABA)/ROUTING NUMBER (REQUIRED)	ACCOUNT NUMBER (REQUIRED)

DISTRIBUTION #2: THE REMAINDER OF NET PAY (PARTIAL DIRECT DEPOSITS ARE NOT ACCEPTABLE)

BANK OR CREDIT UNION NAME	CHECKING OR SAVINGS
TRANSIT (ABA)/ROUTING NUMBER	

ATTACH A VOIDED CHECK, DEPOSIT SLIP (OR OTHER FORM OF DOCUMENTATION WITH ACCOUNT NUMBER PRE-PRINTED ON IT) FOR EACH ACCOUNT HERE:

FORM WILL NOT BE ENTERED WITHOUT THIS DOCUMENTATION.