



AUTHORIZATION AGREEMENT
FOR
PAYROLL DIRECT DEPOSIT

Name: _____

Wesleyan ID#: _____

Telephone: _____ Pay Frequency: **Monthly** **Semi-Monthly** **Weekly** Effective Date: _____ Type of Request: **NEW** **CHANGE**
(Please circle one) (Please circle one)

I authorize the deposit of my Wesleyan University Payroll Check/Earnings into my Bank Account(s) as indicated below. I understand that I must complete a new direct deposit authorization to stop direct deposit before I close the indicated bank account(s). Failure to notify the Payroll Office of a closed account may result in a delayed receipt of earnings.

TYPE OF ACCOUNT:	BANK ROUTING #	DEPOSIT PRIORITY:	ACCOUNT #	DIRECT DEPOSIT DISTRIBUTION
<input type="checkbox"/> (Please circle one) CHECKING/SAVINGS _____	(Must be 9 digits) _____	<input type="checkbox"/>	_____	
<input type="checkbox"/> CHECKING/SAVINGS _____	_____	<input type="checkbox"/>	_____	
<input type="checkbox"/> CHECKING/SAVINGS _____	_____	<input type="checkbox"/>	_____	

PLEASE READ CAREFULLY:

You may split your Direct Deposit into a maximum of three (3) accounts. Split accounts can be set up by specific dollar amount as long as the last account defers to a balance amount. You must indicate the priority, or order, in which your deposit will be handled if you elect more than one account. The percentage method will not apply to expense related payments from Accounts Payable. 100% of the AP payment will go to the priority (1) account.

ACCESS YOUR ONLINE BANKING FOR CONFIRMATION OF YOUR ROUTING AND ACCOUNT NUMBER, OR PROVIDE A BANK DOCUMENT SUCH AS A VOIDED CHECK WHEN SETTING UP A CHECKING ACCOUNT. IF YOU HAVE A SAVINGS ACCOUNT WE REQUIRE A BANK DOCUMENT WITH ROUTING AND ACCOUNT NUMBER. THE INFORMATION ALLOWS US TO START YOUR DIRECT DEPOSIT ON THE NEXT AVAILABLE PAY CYCLE.

This authorization should remain in force until I cancel it or until I terminate my employment with Wesleyan University. I understand that any change to this authorization will be processed for the next earliest pay period. Wesleyan University reserves the right to recall any deposit improperly created and deposited to my account for any reason I agree that my bank may honor any recall requests made by Wesleyan University and hereby absolve Wesleyan University from any and all liability that either institution might incur as a result of such a recall by Wesleyan University for any cause.

**ATTACH VOIDED PRE-PRINTED CHECK
FOR CHECKING ACCOUNT DEPOSITS
OR
CONTACT BANK FOR SAVINGS ACCOUNT ROUTING
NUMBER**

Signature

Date