

WESLEYAN UNIVERSITY

Middletown, Connecticut

AUTHORIZATION AGREEMENT FOR PAYROLL DIRECT DEPOSIT

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

SPECIFY WORK LOCATION BY STATE: Connecticut: **Yes** or No
(Please circle one) List Alternate State: N/A

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: (Please circle one)	BANK ROUTING # (Must be 9 digits)	DEPOSIT PRIORITY (1, 2 or 3)	ACCOUNT #	DIRECT DEPOSIT DISTRIBUTION (Specify allocations as needed)
<input type="checkbox"/> CHECKING/SAVINGS _____		<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.

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

Signature _____

Date _____