

Direct Deposit Authorization Information

The University of Delaware offers employees direct deposit to multiple accounts. The completed Direct Deposit Authorization forms must be sent to Payroll & Systems Administration.

Single Account

If an employee elects deposit to **ONE** account, the employee must complete the Single Account - Direct Deposit Authorization Form. The employee's net pay will be deposited to the designated account on the payday following receipt of the authorization form.

Example

Bank:	Any Bank USA
Bank Address:	123 Main St, Anytown USA 11111
Account Type (circle one)	Checking Savings
Bank Transit Number:	123456789
Bank Account Number:	000111222

Multiple Accounts

If an employee elects deposit to multiple accounts, the employee must complete the Multiple Accounts - Direct Deposit Authorization Form. The employee's net pay will be deposited to the designated institution(s) /accounts on the payday after the receipt of the authorization form.

If an employee elects multiple accounts they need to complete the **1st and the 2nd and/or 3rd account** information on the form. The 2nd and/or 3rd accounts **MUST** be an **exact** dollar amounts to be deposited. The 1st account will have the balance of the employee's net pay deposited.

Example

If an employee's net pay is 900.00 and the employee needs \$150.00 per pay in a specific account and \$50.00 in another specific account, they would complete the form as shown below. They would indicate \$150.00 to be deposited to the 2nd account, \$50.00 to the 3rd account, and the balance of \$700.00 would be automatically deposited to the 1st account.

	1st Account	2nd Account	3rd Account
Bank:	Any Bank USA	Any Bank Hometown	Any Bank Sometown
Bank Address:	123 Main St, Anytown US 11111	123 Bank St, Hometown US 22222	456 Bank Ave, Sometown US 33333
Account Type (circle one)	Checking Savings	Checking Savings	Checking Savings
Bank Transit Number:	123456789	987654321	776655443322
Bank Account Number:	000111222	333444555	6677788899
Deposit	Balance Amount \$	Exact Amount \$ 150.00	Exact Amount \$ 50.00
Office Use Only	999	995	990