



## Multiple Accounts

### Direct Deposit Authorization Form

Net pay amounts will be direct deposited to the financial institution(s) and accounts as requested below. On payday, a statement of direct deposit (online pay stub) will be provided to each employee detailing the gross pay amounts, deductions from the pay, and the institution(s) and accounts to which the net pay was deposited. The first deposit will occur on the next payday after receipt of this authorization form.

\_\_\_ I am a new University of Delaware employee.

\_\_\_ I am a current University of Delaware employee and I request to change my direct deposit account(s).

**PLEASE TYPE OR PRINT:**

<b>Name:</b>	
<b>Employee ID:</b>	
<b>Department:</b>	

	<b>1<sup>st</sup> Account</b>	<b>2<sup>nd</sup> Account</b>	<b>3<sup>rd</sup> Account</b>
<b>Bank:</b>			
<b>Bank Address:</b>			
<b>Account Type (circle one)</b>	<b>Checking    Savings</b>	<b>Checking    Savings</b>	<b>Checking    Savings</b>
<b>Bank Transit Number:</b>			
<b>Bank Account Number:</b>			
<b>Deposit</b>	<b>Balance Amount \$</b>	<b>Exact Amount \$</b>	<b>Exact Amount \$</b>
<b>Office Use Only</b>	<b>999</b>	<b>995</b>	<b>990</b>

**\*\*\*A VOIDED CHECK, SAVINGS STATEMENT WITH BANK ADDRESS AND SAVINGS ACCOUNT NUMBER, OR OFFICIAL BANK LETTER INCLUDING TRANSIT AND ACCOUNT NUMBERS MUST ACCOMPANY THIS FORM FOR EACH ACCOUNT LISTED.\*\*\***

I understand my University of Delaware net pay will be deposited to my designated accounts so the funds are available to me on the day of pay. In the event funds to which I am not entitled are deposited to my accounts, I hereby authorize the University of Delaware to direct the bank to return said funds.

Direct deposit of my net pay as requested above will remain in effect until my employment with the University of Delaware is terminated. The University of Delaware may terminate this service at any time.

<b>Signature</b>	<b>Date</b>
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