



Payroll & Systems Administration
 413 Academy Street, Room 268
 Phone: 302-831-8677
 Fax: 302-831-3255

Single Account

Direct Deposit Authorization Form

Net pay amounts will be direct deposited to the financial institution and account 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 and account 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.

PLEASE TYPE OR PRINT:

Name:	
Employee ID:	
Department:	

The net pay amount will be deposited to the financial institution and account listed below:

Bank:	
Bank Address:	
Account Type (circle one)	Checking Savings
Bank Transit Number:	
Bank Account Number:	
Office Use Only	999

*****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 account 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 account, 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.

Signature	Date
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