|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Juniata-Logo-2016-Black | | | | | | **DIRECT DEPOSIT AUTHORIZATION FORM** | | | | | | |
| Employee Name: | |  | | | | |
| Social Security Number: | |  | | | | |
|  | |  | | | | |
| I hereby authorize the direct deposit of any funds paid through payroll or accounts payable, in the amounts set forth below, by my employer into the account(s) and financial institution(s) indicated below. Direct deposit will be effective will occur on each succeeding payday for payroll and as needed for accounts payable, unless I choose to terminate or change this agreement in writing to my employer. If this is a change to a previous Authorization, I give my permission to my employer to follow this Authorization by adding or changing my account information. Any such notification to my employer shall become effective following receipt, after a reasonable opportunity to act on it. In the event that my employer deposits funds erroneously into my account, I authorize my employer to debit my account for an amount not to exceed the original amount of the credit. | | | | | | | | | | | |
| **Initial Authorization □** | | **New Account (Close Previous Account) □** | | | | | | | **Add Additional Account □** | | |
| Name and Address of Financial Institution | | | Transit Routing Number | | | Account Number | | Type of Account | | | Deposit Amount |
|  | | |  | | |  | | Checking □  Savings □ | | | Net Check □ |
| **Please Note: Accounts Payable only deposits into one account. The account designated above will serve as your main direct deposit account for Accounts Payable transactions and the net/remainder check for payroll.**  For payroll purposes only, you may also designate other accounts to deposit set amounts (for example $25.00) to below. | | | | | | | | | | | |
|  | | |  | | |  | | Checking □  Savings □ | | | Set Amount $ |
|  | | |  | | |  | | Checking □  Savings □ | | | Set Amount $ |
|  | | |  | | |  | |  | | |  |
| ***Please attach a voided check for checking account or deposit slip for savings account to this form.*** | | | | | | | | | | | |
|  |  | | |  | | |  | | |  | |
| Signature: |  | | | | | | Date: | | |  | |

Please cut on line above and keep bottom portion for instructions on how you will receive and view your pay advices (statements).

Payroll provides pay advices via WebAdvisor. You may access WebAdvisor under the Applications tab of the Juniata campus portal, the Arch. If you need additional instructions on how to view your pay advice they are located under Resources on the Payroll Webpage <http://www.juniata.edu/offices/finance-administration/payroll/resources/>.

**PLEASE NOTE:** Payroll verifies all new accounts with the bank before they become active for deposits. Therefore, it is likely that your first pay may be in the form of a check instead of direct deposit. Student check distribution is via their campus mailbox.

Accounts payable provides advices via e-mail using your Juniata College email address.