



## Direct Deposit Authorization Form

Name \_\_\_\_\_

Employee ID \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

I hereby authorize Rutgers University to:

Start Direct Deposit

Stop All Direct Deposit

Change my Direct Deposit as follows:

Change all (a change all replaces the direct deposit authorization currently on file. Fill in every line of bank information to show how your check should be deposited)

Add new account (existing accounts will remain unchanged)

Remove one account (other accounts will remain unchanged, you must have one balance account)

Note: If you are signing up for direct deposit for the first time or have elected "change all" above, you must complete line number 1 below. Line numbers 2,3 and 4 are optional; use these lines to authorize Rutgers to directly deposit fixed dollar amounts or percentages of your pay into additional accounts.

### YOU MUST HAVE ONE BALANCE ACCOUNT

1. Bank Name:	Routing # _____ 9 Digits	<input type="checkbox"/> Checking	Balance Account
	Account # _____	<input type="checkbox"/> Savings	
2 Bank Name:	Routing # _____ 9 Digits	<input type="checkbox"/> Checking	Fixed Amount \$ _____
	Account # _____	<input type="checkbox"/> Savings	or Percentage _____ %
3 Bank Name:	Routing # _____ 9 Digits	<input type="checkbox"/> Checking	Fixed Amount \$ _____
	Account # _____	<input type="checkbox"/> Savings	or Percentage _____ %
4. Bank Name:	Routing # _____ 9 Digits	<input type="checkbox"/> Checking	Fixed Amount \$ _____
	Account # _____	<input type="checkbox"/> Savings	or Percentage _____ %

I authorize Rutgers University to deposit my net pay via direct deposit to my account(s) as indicated above. If funds to which I am not entitled are deposited to my account(s), I authorize the University to direct the financial institutions(s) to return said funds.

I understand that it is my responsibility to verify that payments have been credited to my accounts(s) and that the University assumes no liability for overdrafts for any reason. I understand that in the event that my financial institutions(s) is/are not able to deposit any electronic transfer into my account due to any action I take, the University cannot issue the funds to me until the funds are returned to the University by the financial institution(s).

I understand this authorization will override any previous authorization and will remain in effect until revoked by my request. I understand that I must immediately notify the Payroll Office before I close any/all account(s) listed above while this authorization is in effect.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Send completed form to: Rutgers University, Division of Payroll Services  
Room 317 ASB, Busch Campus