DIRECT DEPOSIT AUTHORIZATION FORM

To enroll in direct deposit, complete this form and send it to the Payroll Department. Attach a voided check for each checking account—**not a deposit slip**. If depositing to a savings account, ask your bank for written verification of the Routing/Transit Number for your account—it's usually not what's on the savings account deposit slip. This will ensure that your pay is deposited to your account correctly.

Below is a sample check detailing where the information necessary to complete this form can be found.
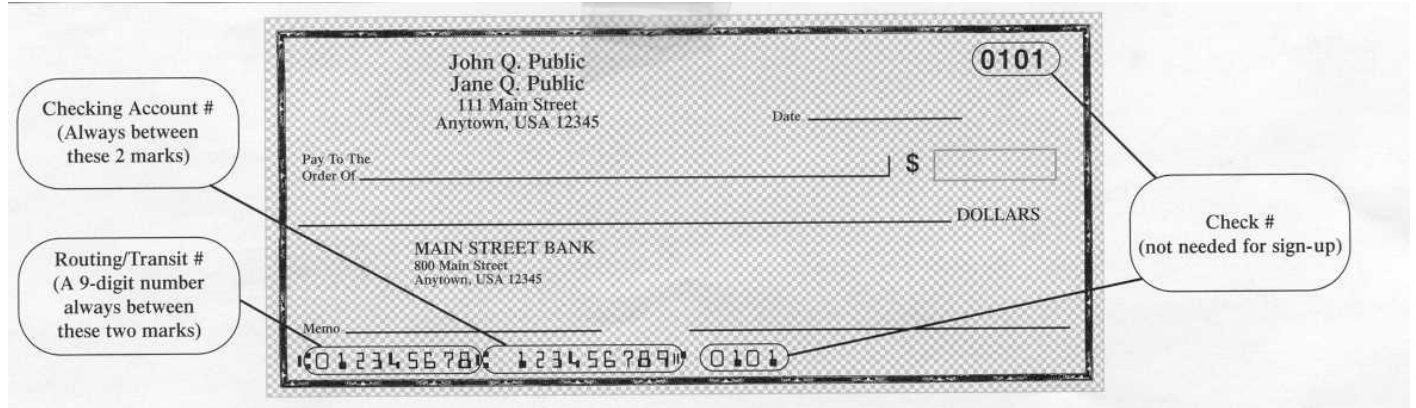
Important! *Please read and sign before completing and submitting to the Payroll Department.*

Payroll - I authorize my employer, Southern Methodist University ("SMU"), and the Financial Institution(s) named below to deposit my net pay by electronic transfer to my account(s) each payday. If amounts to which I am not entitled are deposited into my account, I authorize SMU to direct my Financial Institution to reverse them. In the event my designated account is closed or contains an insufficient balance to allow a reversal for amounts deposited in error, I agree that SMU may withhold any amounts owed to me until such amount is repaid.

This authority is to remain in full force and effect until I revoke it by giving 10 days prior written notice.

Employee Name _____   SMU ID _____

Employee Signature _____   Date _____

Please indicate how often you are paid: ☐ Once a month   ☐ Every two weeks

New Employees: check here! ☐ This is the first direct deposit authorization for Payroll I have ever submitted to SMU.

NOTE: **You must complete the Accounts Payable Direct Deposit Authorization Form for reimbursements and other payments generated by the SMU Accounts Payable Department.**

PAYROLL DIRECT DEPOSIT ACCOUNT INFORMATION

You may split your net pay into multiple banks/bank accounts (max of three). **One account must be designated as your "Balance" account.**

1. Routing/Transit # (9 digits) _____   Bank Name _____
   ☐ Checking   Account Number _____
   ☐ Savings   Deposit Amount: $ _____   **OR** ☐ Balance

2. Routing/Transit # (9 digits) _____   Bank Name _____
   ☐ Checking   Account Number _____
   ☐ Savings   Deposit Amount: $ _____   **OR** ☐ Balance

3. Routing/Transit # (9 digits) _____   Bank Name _____
   ☐ Checking   Account Number _____

☐ Savings   Deposit Amount: $ _____   **OR**   ☐ Balance