



**DIRECT DEPOSIT AUTHORIZATION FORM**

The Following Information Must Be Provided In Full  
(PLEASE PRINT CLEARLY)

NAME:

\_\_\_\_\_ (First) (MI) (Last)

BANNER ID: \_\_\_\_\_  STUDENT  FACULTY/STAFF

Please check one of the options below:

- I choose to enroll in direct deposit (please complete bank account information below and **Attach a voided check which provides the bank routing and account number or an authorization on bank letterhead that contains this information.**
- I choose not to enroll in direct deposit at this time. Instead, please mail my check to the following address:

\_\_\_\_\_ Street Address

\_\_\_\_\_ City

\_\_\_\_\_ State

\_\_\_\_\_ Zip

**FOR YOUR SAFETY, WE USE A PRE-NOTE SYSTEM TO VERIFY YOUR ACCOUNT INFO.  
YOUR FIRST PAYROLL WILL BE A LIVE CHECK. AFTER THAT YOUR DIRECT DEPOSIT WILL BE IN EFFECT.**

Utica Campus Address

Mailing Address

FINANCIAL INSTITUTION: \_\_\_\_\_

- CHECKING or  SAVINGS DOLLAR AMOUNT or PERCENTAGE \_\_\_\_\_
- NEW  CHANGE  CANCEL

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Authorization Statement

*I hereby authorize Utica University to deposit my payroll/work-study earnings directly into my bank account listed above and to obtain the return of any payroll amount erroneously credited to that account. I understand that processing of this request may require up to two pay periods from the receipt of this authorization and that this authorization will continue for the duration of my employment or until the Office of Human Resources receives a request for cancellation with my signature. I further understand that I will be able to access an account of my earnings on BannerWeb at <http://www.utica.edu> showing what I have earned for each pay period.*

*Utica University is not responsible for bank errors or delays by the bank in crediting individual accounts.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

PLEASE RETURN THIS FORM TO:  
OFFICE OF HUMAN RESOURCES