

Payroll Direct Deposit Authorization

Please Attach
Voided Check

(Payroll will
only process
forms with the
correct
documentation)

I hereby authorize Utah Valley University, hereinafter called "The University", to initiate credit entries to my checking and/or savings account indicated below and the depository hereinafter called "Bank", to credit the same to such account(s). In the event of a credit entry deposited in error, The University reserves the right to make any necessary adjustments on any subsequent payroll check or take appropriate legal action to collect any amount deposited in error.

This authority is to remain in full force and effect until the University has received written notification from me of its termination in such time and in such manner as to afford the University and Bank a reasonable opportunity to act on it.

Signature: _____ Date: _____

Employee Information: (All fields below are required)

Name: _____

UVID: _____

Department: _____ Extension: _____

Email: _____

Please indicate if this is a new direct deposit or a change:

New Direct Deposit Change of Direct Deposit

Instructions: _____

**If this is a change do you want us to also change your accounts payable
direct deposit information if applicable?**

Yes No

Bank/Credit Union Information:

Bank/Credit Union Name: _____ Branch: _____

City/State/Zip: _____ Bank Number (Routing and Transit #): _____

Account Information:

Checking Pay Card
Account #: _____

100% of Check (Net Pay)
 Dollar Amount: _____
 % Less than 100%: _____

Savings
Account #: _____

100% of Check (Net Pay)
 Dollar Amount: _____
 % Less than 100%: _____

Payroll Will Complete: Contract

Hourly

Run Date: _____ Input by: _____