

DIRECT DEPOSIT AUTHORIZATION FORM

Controller's Office | Payroll

For further instructions and explanations, please refer to second sheet of this form.

SECTION I – Please Print

1. Name (First, MI, Last): _____ 2. ID Number: _____

3. Mailing Address: _____

4. E-Mail: _____

(Electronic Notification will be sent to “pacific.edu” address for AP payments)

SECTION II – Primary Banking Information

Payroll/Student Accounts/Reimbursements

TYPE OF TRANSACTION: <input type="checkbox"/> Start <input type="checkbox"/> Change <input type="checkbox"/> Cancel _____ % or \$ _____		TYPE OF ACCOUNT: <input type="checkbox"/> Checking <input type="checkbox"/> Savings _____ Account Number	Routing Number (9 digits)
FINANCIAL INSTITUTION		CITY, STATE, ZIP CODE	

Secondary Banking Information (to distribute your pay to multiple accounts)

TYPE OF TRANSACTION: <input type="checkbox"/> Start <input type="checkbox"/> Change <input type="checkbox"/> Cancel _____ % or \$ _____		TYPE OF ACCOUNT: <input type="checkbox"/> Checking <input type="checkbox"/> Savings _____ Account Number	Routing Number (9 digits)
FINANCIAL INSTITUTION		CITY, STATE, ZIP CODE	

TYPE OF TRANSACTION: <input type="checkbox"/> Start <input type="checkbox"/> Change <input type="checkbox"/> Cancel _____ % or \$ _____		TYPE OF ACCOUNT: <input type="checkbox"/> Checking <input type="checkbox"/> Savings _____ Account Number	Routing Number (9 digits)
FINANCIAL INSTITUTION		CITY, STATE, ZIP CODE	

NOTE: To indicate more than 3 accounts for Payroll please attach additional forms.

Section III – Attachments

<p>STAPLE DOCUMENTATION VERIFYING ROUTING AND ACCOUNT NUMBERS FOR EACH BANK ACCOUNT. Examples are: voided personal check, print screens from on-line banking website, or official letter from bank on bank letterhead</p> <p>Additional Instructions:</p>

Section IV – W2 Electronic Consent

<p><input type="checkbox"/> I hereby authorize the University of the Pacific (Pacific) to issue my annual wage and tax statement (W2) electronically. By checking this box and signing below I understand that my W2 will be available online. This authority is in effect until I cancel it in writing OR until my employment with University of the Pacific terminates and I no longer have access to insidePacific. To view your W2, please log on to insidePacific.</p>

Section V – Certification

<p>I hereby authorize the University of the Pacific (Pacific) to initiate credits (and/or corrections to the previous credits) to my account at the institutions listed above. This authority is in effect until I cancel it in writing giving Pacific reasonable opportunity to act on it, or upon termination of my employment and/or enrollment. It is my responsibility to inform Pacific of any changes in my banking information or of any discrepancies. To view your paystubs, please log on to insidePacific.</p>		
_____ Employee/Student Signature	_____ Phone Number (Ext.)	_____ Date

Note to Processor: verify all information before accepting form, make sure form is signed and a phone number is listed. When setting up a new bank, please pre-note. Do Not Accept Deposit Slips in place of Personal Checks.

Return to Payroll

DIRECT DEPOSIT AUTHORIZATION FORM - INSTRUCTIONS

Controller's Office

Section I – Fill out the form with your Name, ID Number, Address and email.

Section II – Select the appropriate type of transaction below and follow the instructions.

Type of Transaction	New Account	Checking	Mark the check box for Start under type of transaction and Checking under type of account. Attach a voided check to the form.
		Savings	Mark the check box for Start under type of transaction and Savings under type of account. Please provide verification of bank routing number and account number.
		Multiple Accounts	You may direct deposit your earnings into more than one account for Payroll transactions only. Follow the steps above as applicable to each account. See <i>Allocation of Funds</i> for additional information.
	Changes	Additional Accounts	You may direct deposit your earnings into more than one account for Payroll transactions only. Follow the steps above as applicable to each account. See <i>Allocation of Funds</i> for additional information.
		Allocation of Funds	Mark the check box for Change . Indicate the new fund allocation. Payroll funds can be allocated using a flat amount or a percentage. To determine which account is first, a flat amount or a percentage amount less than 100% will be listed as the first or second account. Any amount that is considered the remainder will be listed as the second or third account.
		Cancelling One Account	Mark the check box for Cancel to stop direct deposit into the existing account to be cancelled only. List the account(s) to be cancelled as well as the account(s) to remain active.
		Cancelling Direct Deposit	Mark the check box for Cancel to stop direct deposit into all existing accounts, listing all accounts that you have set up.

Section III – Attach a voided check and include any additional instructions.

Section IV – Sign and date the bottom of the form and provide a phone number where you can be reached for further clarification, if needed.

***Payroll Transactions:** All Direct Deposits take a minimum of 2 pay periods to start. The first pay period is considered the Pre-notification which is the process for verifying the information provided on the direct deposit form with the bank(s) information. This information is sent with a \$0.00 amount. If the pre-notification is successful, then the Direct Deposit will be effective on the next payday. If the pre-note is not successful, we will recheck the information, and try again the following pay period.*

***Accounts Payable Transactions:** All Direct Deposits take a minimum of 2 payments to start. The first payment is considered the Pre-notification which is the process for verifying the information provided on the direct deposit form with the bank(s) information. This information is sent with a \$0.00 amount. If the pre-notification is successful, then the Direct Deposit will be effective on the check run. If the pre-note is not successful, we will recheck the information, and try again the following check run.*