



Your direct deposit will require one payroll as a test run. If the test is successful, your paycheck will be direct deposited on the following pay date.

Please deposit my earnings into the following accounts:

- 1. **CHECKING** – attach a voided check **OR** **SAVINGS** – attach a deposit slip

Banking Institution: _____
Bank Routing Number: _____
Account Number: _____

Full deposit of net amount? **OR** Deposit only \$ _____ on a biweekly basis

- 2. **CHECKING** – attach a voided check **OR** **SAVINGS** – attach a deposit slip

Banking Institution: _____
Bank Routing Number: _____
Account Number: _____

Full deposit of net amount? **OR** Deposit only \$ _____ on a biweekly basis

PLEASE CHANGE THE FOLLOWING ACCOUNT:

Banking Institution: _____
Bank Routing Number: _____
Account Number: _____

New amount to deposit? \$ _____

Cancel this account?

I authorize Notre Dame of Maryland University and the bank(s) listed above to initiate credit entries into my bank account(s) listed above. If funds to which I am not entitled are debited/credited to/from my account due to error or any other reason, I authorize Notre Dame of Maryland University to direct the bank to return said funds to the University. I understand that my deposit/debit may not be debited/credited to my account for up to 2 business days after the transaction has been sent to the bank for processing.

Name: _____
(Please Print) Home Phone Cell Phone
Signature: _____ Date: _____

I understand that this authorization will remain in effect unless I advise Notre Dame of Maryland University that I have revoked it.