

**Direct Deposit Form** (see below)

- \* The bank account **MUST** be in your name.
- \* You can use either a checking or savings account.
- \* An account number must be indicated on the Direct Deposit Form
- \* Please provide a voided check if you will be depositing your check into a checking account.
- \* Please provide the name, city and state of your bank.
- \* If you have the routing number of your bank, please write it in the space provided. Your bank can provide you with your routing number or if you have a checking account, the number can be found on the far left of your check. They are the nine (9) numbers preceding your checking account number.

**Please DO NOT submit your bank deposit slip in lieu of a voided check.**

**The bank routing number for deposit slips is often different than the general bank routing number which will cause your direct deposit to fail.**

**AUTHORIZATION AGREEMENT FOR PREAUTHORIZED CREDITS**

I hereby authorize and request FRANKLIN PIERCE UNIVERSITY to make payment of any amounts owed to me for wages and earnings for services rendered to FP in connection with my employment with FP by initiating credit entries to my account in the bank named below.

Bank Name \_\_\_\_\_

Bank City and State \_\_\_\_\_

Depositor Account Number \_\_\_\_\_

Type of Account:      Checking                                   Savings

Bank Routing Number: \_\_\_\_\_

It is understood and agreed that I may terminate this agreement at any time by written notification to Human Resources, Franklin Pierce University. Any such notification shall be effective after the department receives the notification and has reasonable opportunity to act on it.

**Name (Print)** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

(For HR use only)

Pre-note date 1: _____	Pre-note date 2: _____	Pre-note date 3: _____
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