

DIRECT DEPOSIT FORM

Instructions

Please thoroughly complete all requested information below in order for Franklin Pierce University to process your request timely and accurately.

Your payroll check can be deposited to one account only, either a checking or a savings account.

- The bank account must be in your name.
- Provide your bank's name, city and state.
- Provide your bank's routing number. Your routing number can be found on the far left of your checks. It is a nine (9) digit number preceding your account number. If you don't have checks, your bank can provide you with your routing number.
- Provide your account number.
- Select the type of account where you would like the funds deposited; checking or savings.
- Provide a voided check if depositing to a checking account. We cannot accept a bank deposit slip.

Authorization Agreement for Direct Deposit

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 Franklin Pierce University in connection with my employment by initiating credit entries to my account in the bank named below.

Bank Name: _____

Bank City and State: _____

Bank Routing Number: _____

Depositor Account Number: _____

Type of Account: Checking Savings

It is understood and agreed that I may terminate or change this agreement at any time by written notification sent 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 _____

HUMAN RESOURCES USE ONLY

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