



# Direct Deposit Authorization Agreement

Emory University employees can update their direct deposit information via People Soft Employee Self Service. Go to <https://pssoft.hr.cc.emory.edu>. If you submit your direct deposit via Employee Self Service you do not need to complete the Direct Deposit Authorization Agreement. Employees that complete this form will access their pay advices via Employee Self Service. Employees requiring a paper pay advice can submit their request online or in writing.

EMPLOYEE NAME (Please Print): \_\_\_\_\_

EMPLOYEE ID OR SSN: \_\_\_\_\_

DAYTIME PHONE \*\*REQUIRED\*\*: \_\_\_\_\_

**Drop off form IN PERSON at:  
Emory University Payroll  
2<sup>nd</sup> Floor  
1599 Clifton Road  
Atlanta, GA 30322**

### INSTRUCTIONS

1. PLEASE PRINT ALL INFORMATION LEGIBLY.
2. Validate the routing number and account number on your check or deposit slips with your bank.
3. If your account does not have checks or deposit slips, you may submit a letter from your bank with the bank name, bank address, your name, your account number and the bank routing number.
4. Attach a voided check if you designate a checking account. DO NOT ATTACH A DEPOSIT SLIP.
5. Attach a voided deposit slip if you designate a savings account.
6. Please sign and date the form and return it to Payroll Office **IN PERSON**. Be prepared to show picture ID for security purposes. Please allow at least 1 pay period for this to become effective.
7. Notify Payroll of any account changes or account closings.

### **I would like to:**

- Check ONLY one:
- SET UP A NEW DIRECT DEPOSIT to the account(s) listed below.
- Change Account Information (**Fill in every line below to show how your check should now be deposited**)
- STOP Direct Deposit (Enter the account information below for the account(s) you want to discontinue)

### BANK INFORMATION

The Balance/Net Pay Account is your main account. If you have multiple accounts, the balance of your net pay will be deposited here. If you receive any reimbursements, it will be deposited to this account. **YOU MUST HAVE ONE BALANCE ACCOUNT.**

1. Bank Name:	Routing #: _____ 9 digits	Account #: _____	<input type="checkbox"/> Checking (attach voided check) or <input type="checkbox"/> Savings	<b>Balance/Net Pay Account</b>
2. Bank Name:	Routing #: _____ 9 digits	Account #: _____	<input type="checkbox"/> Checking (attach voided check) or <input type="checkbox"/> Savings	Fixed amount: \$ _____ or Percentage: _____%
3. Bank Name:	Routing #: _____ 9 digits	Account #: _____	<input type="checkbox"/> Checking (attach voided check) or <input type="checkbox"/> Savings	Fixed amount: \$ _____ or Percentage: _____%

### AUTHORIZATION

I authorize Emory University to deposit my net pay via direct deposit to my account(s) as indicated above. If funds to which I am not entitled are deposited to my account(s), I authorize the University to direct the financial institution(s) to return said funds.

I understand that it is my responsibility to verify that payments have been credited to my account(s) and that the University assumes no liability for overdrafts for any reason. I understand that, in the event that my financial institution(s) is/are not able to deposit any electronic transfer into my account due to any action I take, the University cannot issue the funds to me until the funds are returned to the University by the financial institution(s).

I understand this authorization will override any previous authorization and will remain in effect until revoked by my written request. I understand that I must immediately notify the Payroll Office before I close any/all account(s) listed above while this authorization is in effect.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_