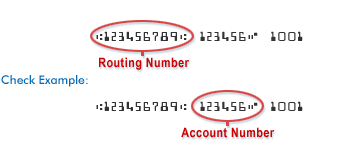
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| --- | --- | --- | --- | --- |
| **Section 1: Employee Information** | | | | |
| Name (Last, First, M): |  | | | |
| Address: (Street, City, State, Zip): |  | | | |
| Employee ID number: |  | |  |  |
| Department name: |  | | Campus extension: |  |
| Home phone number: |  |  | Mail zip: | + |
| Position (Select **one**)  Faculty / Contract Professional  Staff  Graduate Assistant  Undergraduate Student | | | | |

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| **Section 2: Financial Institution Information** | | | |
| 1. Please complete this form and return to the Payroll Office with a deposit slip, canceled check, or copy of ID card which identifies both your account number and the financial institution’s nine-digit transit routing number.  2. A direct deposit prenotification must be processed through the financial institution prior to the first deposit. Any payment issued prior to completion of the prenote process will be a negotiable payroll check.  3. I understand that I can view and print my pay statements in My Akron. Click the Faculty/Staff tab. In the Employee Services Section, under My Compensation, click on View Paycheck.  4. You may choose one or two different accounts and/or Financial Institutions for your direct deposit. If you choose two, you must specify a dollar amount to be deposited in the first account. The remainder of your net pay will be deposited into the second account. See the back of the form for instructions on locating your transit routing and account numbers.  **NOTE:** ALL PAYS RECEIVED FROM THE PAYROLL DEPARTMENT WILL BE DISTRIBUTED IN THE WAY SPECIFIED BELOW. IF YOUR NET PAY IS LESS THAN THE DOLLAR AMOUNT SPECIFIED FOR THE FIRST ACCOUNT, ALL OF THE NET PAY WILL BE DEPOSITED INTO THE  FIRST ACCOUNT. | | | |
| (1)Financial Institution: |  | City, State, Zip: |  |
| Transit Routing Number: |  | Account Number: |  |
| Check only **one**: | Checking  Savings | **Amount:** |  |
|  | | | |
| (2)Financial Institution: |  | City, State, Zip: |  |
| Transit Routing Number: |  | Account Number: |  |
| Check only **one**: | Checking  Savings |  |  |

**NOTE: THIS DIRECT DEPOSIT FORM IS FOR PAYROLL USE ONLY;** If wish to set up or change your direct deposit in Accounts Payable, you must complete an Accounts Payable Direct Deposit Form. Please contact Accounts Payable at ext. 7200 for a form.

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| **Section 3: Authorization** | | | | | | | |
| I hereby authorize THE UNIVERSITY OF AKRON and the FINANCIAL INSTITUTIONS named above to initiate direct deposit entries and to initiate, if necessary, reversal entries to adjust for any deposit entries made in error to my account also indicated above. This authority is to remain in full force and effect until THE UNIVERSITY OF AKRON has received ***written*** notification from me of its termination in such time and in such manner as to afford THE UNIVERSITY OF AKRON and FINANCIAL INSTITUTION a reasonable opportunity to act on it. I understand THE UNIVERSITY OF AKRON maintains the right to terminate, suspend, or amend the Direct Deposit program in whole or in part at any time. | | | | | | | |
| Signature: | |  | | | | Date: |  |
|  | | | | | | | |
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|  | Return completed form to: | | Payroll Office | **+6210** |  | | |
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| --- | --- | --- | --- | --- | --- |
| **Payroll Office Use ONLY** | | | | | |
| Date Entered: |  | Entered by: |  |  |  |
|  |  | | | | |
|  |  | | | | |



**TRANSIT ROUTING NUMBER:** This is the identification number of your financial institution. This is normally located in the lower left hand corner of your check. Savings account transit routing numbers should be verified with the financial institution(s) because the routing number on deposit slips are not always correct. If the transit routing number(s) are incorrect, funds will not be posted to account(s).

**YOUR ACCOUNT NUMBER:** This is your checking or savings account number at your financial institution/depository. Be sure to indicate if the account number is for a checking or savings account. (Check only one box)