

UNIVERSITY OF REDLANDS

Payroll Authorization for Direct Bank Deposit

Instruction: For payroll authorization, please complete all information below and attach a **VOIDED** personal check. Allow one paycheck for pre-note. Your check will have **"NON-NEGOTIABLE"** written across the front when auto deposit has taken effect. Verify your check stubs each pay period.

Employee's name: _____ **Date:** _____
Print Name

Social Security Number: _____ **Phone:** _____

Check one:
 Student Adjunct Faculty Staff/ANE Admin. / Faculty

Example:

John Smith 1234 Somewhere Ln. Town, Ca 92254	1001
Pay to the Order of _____ \$ 	Dollars
Big Bank, Fa 1-800-789-1234	For _____
322271627 598 185484 7 1001	

Routing/ABA # is usually 9 numbers long

Account # is usually the longer number next to the routing number

Check # will match the number up in the right hand corner

NOTE: If you are depositing into a savings account please verify the routing number with your financial institution. Savings deposit slips do not always reflect the correct routing number for electronic deposit purposes.

Transaction #1

Name of Bank: _____

Routing number: _____ Account number: _____

Checking Savings Pay Card Deposit: _____ Net pay or _____ Amount

Transaction #2

Name of Bank: _____

Routing number: _____ Account number: _____

Checking Savings Pay Card Deposit: _____ Net pay or _____ Amount

I hereby authorize the University of Redlands to deposit my payroll check directly into the bank account(s) indicated above.

Signature _____ Date: _____

Cancellation Authorization

I am hereby requesting that the University of Redlands cancel my direct deposit.

Account number: _____

Signature _____ Effective date: _____