UNIVERSITY OF NEW ORLEANS
PAYROLL DIRECT DEPOSIT AUTHORIZATION

I authorize the University of New Orleans to forward my net payroll earnings to the financial institution and account number shown below. I understand that the financial institution and my account number must be verified for accuracy through the Federal Reserve System and that I will receive a payroll check until that verification is complete. **(Employees should allow 2 to 4 calendar weeks for this verification.)**

Should I change financial institutions or account numbers, a new authorization form and verification period is necessary and a regular payroll check will be issued in the interim. Forms canceling direct deposits should be completed on accounts that are closed.

I hereby authorize the University of New Orleans to initiate credit entries (deposits) and to initiate, if necessary, debit entries (corrections and/or adjustments) for any credit entries in error to my checking and/or savings account as indicated below. I authorize the financial institution stipulated below to credit and/or debit all such amounts to my account indicated below.

This authority is to remain in force until the University of New Orleans has received written notification from me and has had reasonable time to process any requested change.

NAME: _____ ☐☐☐ ☐☐ ☐☐☐☐
(PLEASE PRINT CLEARLY AND SIGN BELOW) Social Security Number

DEPT: _____ Ext _____

I am: ☐ a new participant ☐ changing fin. Inst./acct. ☐ canceling ☐ multiple accounts

Type of Account: (Priority 500) Checking ☐ (Priority 500) Savings ☐ % or $ amt.

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Transit Routing Number **Financial Institution Account Number**

Financial Institution: _____ City: _____

Type of Account: (Priority 501) Checking ☐ (Priority 501) Savings ☐ % or $ amt.

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Transit Routing Number **Financial Institution Account Number**

Financial Institution: _____ City: _____

EMPLOYEE'S SIGNATURE: _____ **Date:** _____

Circle one: ACADEMIC.....BIWEEKLY.....FISCAL…...STUDENT…..WAGE

Please return this printed form (with original signature and date) to the University of New Orleans Payroll Office…Room 216…Administration Building

FOR ACCOUNT VERIFICATION
PLEASE ATTACH A
VOIDED CHECK
AND/OR
SAVINGS DEPOSIT SLIP