



AUTHORIZATION AGREEMENT FOR AUTOMATIC PAYROLL DIRECT DEPOSIT (ACH CREDITS)

I hereby authorize Pace University to deposit my pay automatically into the account(s) specified each pay date by initiating credit entries and, if necessary, debit entries and adjustments for credits posted in error to account(s) indicated below. The financial institution(s) named below, are also authorized to credit and/or debit same to the account(s) specified. This authority is to remain in full force and in effect until Pace University's Payroll Department has received written notification of its termination in such time and in such manner as to afford Pace University and the financial institution(s) a reasonable opportunity to execute said.

**** You may deposit your funds into a maximum of three accounts. If choosing more than one banking option, the account chosen to receive your remaining balance is to be listed first as your primary account. All active accounts on file will be terminated upon submission of a new direct deposit form.**

DIRECT DEPOSIT #1

NAME OF FINANCIAL INSTITUTION: _____
BANK TRANSIT/ABA ROUTING #: _____ ACCOUNT #: _____
CHECKING SAVINGS BALANCE FULL AMOUNT

DIRECT DEPOSIT #2

NAME OF FINANCIAL INSTITUTION: _____
BANK TRANSIT/ABA ROUTING #: _____ ACCOUNT #: _____
CHECKING SAVINGS AMOUNT (\$) _____

DIRECT DEPOSIT #3

NAME OF FINANCIAL INSTITUTION: _____
BANK TRANSIT/ABA ROUTING #: _____ ACCOUNT #: _____
CHECKING SAVINGS AMOUNT (\$) _____

TO ENSURE YOUR DIRECT DEPOSIT INFORMATION IS ENTERED INTO THE PAYROLL SYSTEM ACCURATELY, PLEASE PROVIDE THE FOLLOWING INFORMATION FOR EACH ACCOUNT LISTED:

Checking Account: An original or copy of a voided check

Savings Account: Documentation from the financial institution verifying your Name, ABA #, and Acct #

EMPLOYEE NAME: _____

(PLEASE PRINT)

EMPLOYEE UID # or SSN#: _____ DATE: _____

(FORM WILL NOT BE PROCESSED IF UID# OR SSN# NOT PROVIDED)

EMPLOYEE SIGNATURE: _____

****PLEASE STOP MY DIRECT DEPOSIT**

EFFECTIVE DATE: _____

PLEASE NOTE: Direct Deposit will become effective approximately 4 weeks from the date form is received by the Payroll Department. If changing account information a live paycheck will be mailed to the home address on file until the new account is verified. Verification takes approximately one full pay cycle to complete.