

## Direct Deposit Authorization Form-Payroll/Accounts Payable Disbursements

<b>Last Name</b>	<b>First Name</b>	<b>Middle Initial</b>	<b>Banner Number</b>
------------------	-------------------	-----------------------	----------------------

I hereby authorize John Carroll University to deposit my payroll/accounts payable funds into my account(s) at the bank(s) named below. In the unlikely event that John Carroll initiates an erroneous deposit to my account, I also authorize the reversal of that erroneous transaction. It is understood that I may terminate this agreement at any time by written notification to the John Carroll University Payroll and AP Office.

**NOTE: Do NOT use the numbers on the DEBIT card associated with your account.**  
**Please notify the Payroll and Accounts Payable Office if you close your account(s)**  
**Requests for changes need to be submitted in person to the Business Office**  
**You will need to show a valid picture ID**

➔ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Payroll Funds/Accounts Payable Funds** (Note: Accts Payable funds cannot be split between accounts.)

<b>Checking</b> <input type="checkbox"/>	<b>Bank Name:</b>	<b>Bank Transit/Routing Number:</b>	<b>Account Number:</b>
<b>Savings</b> <input type="checkbox"/>			
Please check one			
<b>Start Deposit</b> ____		<b>Stop Deposit</b> ____	

**Account 2**

<b>Checking</b> <input type="checkbox"/>	<b>Bank Name:</b>	<b>Bank Transit/Routing Number:</b>	<b>Account Number:</b>	<b>Net Pay or Amount:</b>
<b>Savings</b> <input type="checkbox"/>				
Please check one				
<b>Start Deposit</b> ____		<b>Stop Deposit</b> ____		<b>Change Deposit Amount</b> ____

**Account 3**

<b>Checking</b> <input type="checkbox"/>	<b>Bank Name:</b>	<b>Bank Transit/Routing Number:</b>	<b>Account Number:</b>	<b>Net Pay or Amount:</b>
<b>Savings</b> <input type="checkbox"/>				
Please check one				
<b>Start Deposit</b> ____		<b>Stop Deposit</b> ____		<b>Change Deposit Amount</b> ____

**To start or change a deposit:**

The first payment after receipt of this form will result in an electronic transmittal of funds to your account(s).



**NOTE: If checks can be written against this/these account(s), please attach a void check here.**