

UNIVERSITY of CHICAGO
PAYROLL DIRECT DEPOSIT
AUTHORIZATION FORM

(PLEASE ALLOW TWO PAYROLL PERIODS FOR PROCESSING)

- NEW
CHANGE
CANCEL

Name (print) SSN # Work Phone
Financial Institution/Bank Phone #
Transit Routing # Account #

PLEASE CHECK ONE:

- Checking/Money Market (Attach check marked "VOID".)
Savings (Attach documentation w/ PRE-PRINTED routing & account numbers.)

I have read the Notice below regarding Direct Deposit and agree to be bound by its terms.

Employee's Signature Date
Account Co-Owner's Signature (required) Date

If you are a MONTHLY employee and wish to CHANGE your bank account, please select one of the options below to indicate where you want your pay sent until Direct Deposit has been rerouted to the new account. (NOT APPLICABLE TO BIWEEKLY EMPLOYEES)
Option 1 Continue Direct Deposit to the OLD account through ___/___/___ OR until Direct Deposit has been re-established.
Option 2 The OLD account is CLOSED. Send checks to my department until Direct Deposit is established.

WHAT IS DIRECT DEPOSIT?

Direct Deposit is a process that allows the transfer of your net pay into a bank account of your choice.

The advantages of Direct Deposit are:

- You have access to your money sooner on payday.
Your pay check cannot be lost or stolen.
You do not need to come to campus to access your money—an advantage if you are traveling, sick or on vacation.

Instead of a check, you will receive a pay "advice" on payday. It will have all of the information you normally see on your check stub. In addition, it has the name of the bank and the account number to which your Direct Deposit was sent.

When the Payroll Department receives your enrollment form, they will ask your bank to begin the process.

HOW DO I SIGN UP?

- 1. Complete this form.
2. Tell us where you prefer to have your pay deposited.

Checking/Money Market
or
Savings

Please note that your net pay can be deposited into only ONE account.

3. Please attach documentation showing your bank's routing number AND your account number to confirm the information you provided above. Examples include checks, pre-printed deposit slips, bank statements and bank letters.

4. Mail the completed Direct Deposit form and attached documentation to:

Payroll Department
1225 E. 60th St, Room 319
Chicago, IL 60637-2801

Or, fax the forms to (773) 702-4720.

Please allow TWO pay periods for your request to take effect.

CHANGING BANKS OR ACCOUNTS

- Mark "CHANGE" on the top and complete the form with the NEW bank account information.
Please note that biweekly employees will receive at least one paper check before Direct Deposit can be re-established.

CLOSING YOUR BANK ACCOUNT

- Contact the Payroll Department IMMEDIATELY then follow the instructions below for canceling Direct Deposit.
Failure to notify Payroll promptly about a closed account may cause a delay in receiving your pay.

CANCELING DIRECT DEPOSIT

Submit this form signed and marked "CANCEL." No documentation is needed. Payroll must receive your instructions at least two weeks before your next payday.

IMPORTANT NOTICE

The Payroll Department cannot transfer money directly into your account. A bank must do the transfer. The timing for electronic transfer means that Payroll cannot always correct all overpayment errors before the bank makes the transfer to your account.

By signing the authorization form, you give the University permission to print a paper check for you if it becomes necessary and to correct all overpayments to your account. Your signature also releases the University from any liability should the electronic transfer not be credited to your account on payday.

Please review your pay advice carefully each pay period. If you discover an error in your deposit, please notify your department administrator immediately.

FOR MORE INFORMATION

If you have further Direct Deposit questions, please call the Payroll Department at (773) 702-0306.