

# Stevenson University Direct Deposit Authorization

I, \_\_\_\_\_ authorize Stevenson University to deposit my net pay automatically into my account(s) each payday. If funds to which I am not entitled are deposited into my account, I authorize Stevenson University to direct the bank to return said funds.

Pay Cycle:  Biweekly  Monthly

(Note: It takes 2 pay cycles before direct deposit goes into effect. Pay Advices can be accessed through WebXpress.)

**#1 - Primary Account** Type (check one):  Checking  Savings

\_\_\_\_\_  
Bank Name Net Pay

\_\_\_\_\_  
Bank Routing # Account #

**#2 - Secondary Account** Type (check one):  Checking  Savings

\_\_\_\_\_  
Bank Name Dollar Amount to be Deposited to This Account

\_\_\_\_\_  
Bank Routing # Account #

**#3 - Secondary Account** Type (check one):  Checking  Savings

\_\_\_\_\_  
Bank Name Dollar Amount to be Deposited to This Account

\_\_\_\_\_  
Bank Routing # Account #

*Please attach a voided check here for each checking account.*

This authorization will remain in effect until Stevenson University receives a written termination from myself and has a reasonable opportunity to act on it. I will contact the payroll office if my account has been closed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Employee ID#

\_\_\_\_\_  
Department

\_\_\_\_\_  
Date

**For Payroll Use Only:**

\_\_\_\_\_  
Entered By

\_\_\_\_\_  
Date