Payroll Direct Deposit Authorization

Name: _____ MTU ID: _____
Last First MI

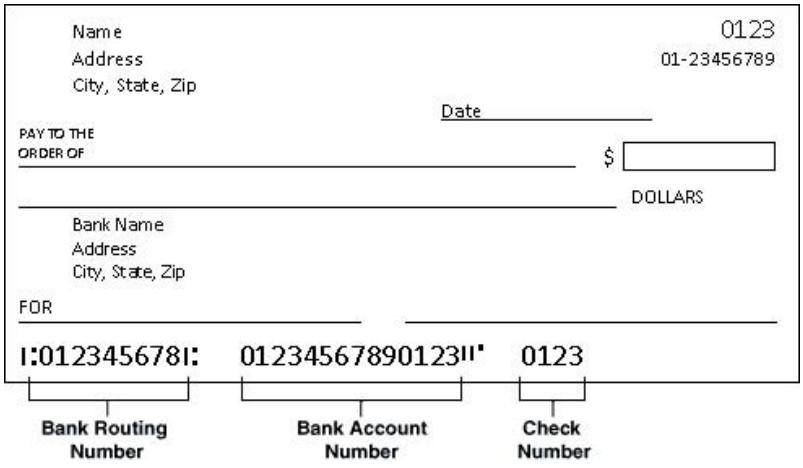
I authorize Michigan Technological University to deposit the net amount of my paycheck to:

Financial Institution	Routing Number	Account Number	Account Type	Amount/Percentage	Cancel
1.			☐ Checking ☐ Savings		☐
2.			☐ Checking ☐ Savings		☐
3.			☐ Checking ☐ Savings		☐

You must attach a <u>voided check</u> for a checking account or <u>voided deposit slip</u> for a savings account to this form. If you have multiple Financial Institutions, your total percentage must equal 100%. You cannot split your paycheck between direct deposit and paper check.

• Once you have submitted your direct deposit information, you will receive one more paper check. This is due to the pre-note process to verify your account information.

• To cancel your direct deposit, enter in the required information and place a check mark in the cancel box. You must notify Payroll Services of closed accounts at least 5 day prior to payday.



I authorize Michigan Technological University to initiate credit entries and, if necessary, debit entries and adjustments for any erroneous credit entries to my account.

Signature: _____ Date: _____

Save Time and the Environment. Go Paperless!

<u>How to update your Direct Deposit Allocation using Employee Self Service:</u>

1. Log onto **<u>www.mtu.edu</u>**
2. Select **Faculty/Staff** along the top of the screen.
3. Select **Employee Self Service** along the left hand side of the screen.
4. Login using your username and password (same as your e-mail).
5. Select the **Employee Self Service** menu.
6. Select the **Pay Information** menu.
7. Select the **Direct Deposit Allocation** menu.
8. To make a change, select **Update Direct Deposit Allocation** at the bottom of the page.