

# MichiganTech

## PAYROLL DIRECT DEPOSIT AUTHORIZATION

Name: \_\_\_\_\_ Social Security: \_\_\_\_\_  
Last First Middle

### COMPLETE THIS SECTION FOR NEW DIRECT DEPOSIT (OR FOR CHANGES)

I authorize Michigan Technological University to deposit the net amount of my payroll check to the account number(s) indicated below.

1. Financial Institution: \_\_\_\_\_  CHECKING  SAVINGS  
Account Number: \_\_\_\_\_ Amount/Percent: \_\_\_\_\_

2. Financial Institution: \_\_\_\_\_  CHECKING  SAVINGS  
Account Number: \_\_\_\_\_ Amount/Percent: \_\_\_\_\_

### PAYROLL DIRECT DEPOSIT RULES AND DEADLINES

**PLEASE NOTE: You must attach a voided check (for checking) or a deposit slip (for savings) to this direct deposit authorization.**

- As of July 1, 2007, Payroll Services no longer provides a "paper" Direct Deposit statement.
- I understand that my direct deposit will take effect the second payday following receipt of this form by Payroll Services in order to allow verification of my account.
- This request will remain in effect until I have made a written request to stop or change my Direct Deposit.
- It is my responsibility to notify Payroll Services of closed accounts at least 6 days prior to payday.
- I understand that my Direct Deposit to multiple banking institutions must total 100%. I cannot have my paycheck split between direct deposit and a check.
- With direct deposit, I authorize Michigan Technological University to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### COMPLETE THIS SECTION IF YOU WISH TO DISCONTINUE DIRECT DEPOSIT OR IF YOU CLOSE YOUR ACCOUNT.

I wish to discontinue direct deposit to the following financial institution: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date