

RUTGERS, THE STATE UNIVERSITY

DIRECT DEPOSIT AUTHORIZATION FORM Revised 7/04

I hereby authorize Rutgers, The State University of New Jersey, to begin, change, or cancel (as indicated), the direct deposit of my pay to my savings/checking account(s) and to the bank as indicated by the bank transit-routing #.

CHECK THE APPROPRIATE BOX

SECTION I

I wish to
My Social Security Number and Bank/Account information is listed below.

BEGIN		CHANGE		CANCEL	
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the direct deposit of my net pay.

D	D
1	2

Social Security Number

4	12		

Payroll Use Only

15	20		

BANK TRANSIT/ROUTING #

21	29		

Account 1

30	46		

(Leave no blank spaces between numbers)

Type of Account 47

C Checking
S Savings

COMPLETE SECTION II ONLY IF USING MORE THAN ONE ACCOUNT AT SAME BANK

SECTION II - Distribution of Deposit

TO ACCOUNT 1 ABOVE

DEPOSIT %

48	

OR

AMOUNT

50	56	(Dollars)	(Cents)

ACCOUNT 2 - The balance of your deposit which was not distributed to account # 1 will be deposited to account # 2 below.

Account 2

57	73		

(Leave no blank spaces between numbers)

Type of Account 74

C Checking
S Savings

SECTION III

I understand that the entire net amount of my biweekly earnings will be deposited through Wachovia Bank to the account(s) which I have indicated above. This agreement is to remain in effect until another signed Direct Deposit Authorization Form has been submitted to the University Payroll Department. Only one Direct Deposit Form will be in effect at any given time. Refer to instructions on back for information on Stops Payments and Reversals.

I understand that to begin Direct Deposit or to change a bank and or deposit account number, one pay period of verification is required. I understand I will be removed from direct deposit if not paid for 6 months. (See instructions on back)

I have confirmed the Bank Transit/Routing # and Account #(s) with my bank and I have read the attached instructions.

NAME (Please Print) _____

SIGNATURE _____ DATE _____

E-MAIL ADDRESS _____

CAMPUS ADDRESS _____

UNIVERSITY EXTENSION _____ HOME PHONE _____

INSTRUCTIONS FOR COMPLETION OF DIRECT DEPOSIT AUTHORIZATION FORM

Direct Deposit is available to employees whose bank is a member of the Automatic Clearing House (ACH) and also appear as an owner of the account. With Direct Deposit, you have the option of depositing your net pay to one account (checking or savings) or to two different accounts within one banking institution. Prior to completing the form, confirm the Bank Transit/Routing Number and your account numbers with your bank. For one pay after this form is processed, you will receive your regular paycheck and a test Direct Deposit Advice Notice. You must verify that the Bank Transit/Routing Number and your account numbers on the advice notice are correct. If these numbers are incorrect, notify the Payroll Department at extension 5-3057 immediately. Unless we receive an error report from Wachovia bank, on the next pay your net pay will be direct deposited to your bank and you will receive an advice notice with pay stub information. Whenever you change an account number or a Bank Transit/Routing Number you will be removed from Direct Deposit for one payroll cycle. This is necessary to pretest the new account number and Bank Transit/Routing Number. You will receive a payroll check for this pay cycle and a test Direct Deposit Advice Notice.

Should you decide to cancel direct deposit, allow at least ten days for the cancellation to be processed.

Employees will be removed from direct deposit when they have not been paid for six consecutive months. Employees in direct deposit may have stop payments submitted when they are not entitled to receive a payment. The employee may receive an advice notice but the funds are not deposited. An employee may also have a reversal of funds take place which will remove the net pay from the bank account.

**IF DEPOSITING TO ONE ACCOUNT – COMPLETE SECTION I AND III ONLY.
IF YOU ARE DEPOSITING TO TWO ACCOUNTS AT THE SAME BANK THEN COMPLETE SECTION I, II, AND III.**

Section I Check Appropriate Box

- If you want to start Direct Deposit, check “Begin” and complete the appropriate sections of the form.
- If you are changing banks, accounts, type of account, adding or deleting an account, or changing % or dollar distribution, check “Change” and complete appropriate section of form.
- If you wish Direct Deposit of your pay to stop, check “Cancel” and enter asterisks in the Bank Transit/Routing Number

Social Security Number

- Enter your nine digit social security number as issued by the Social Security Administration. Employees with Pseudo social security numbers will not be directly deposited.

Bank Transit/Routing Number

- Starting at box 21 and leaving no blank boxes, enter the nine digit number representing the bank to which your pay is to be deposited.

Bank Account # 1

- Starting at box 30, indicate the account to which the check is to be deposited. Leave no blank boxes between numbers, hyphens must be shown. Write only the number as confirmed by the bank.

Type of Account

- Indicate “C” for checking or “S” for savings. When electing deposit to a checking account, this number must be verified by attaching a photocopy of a check marked “void”.

Section II Complete only if you want your paycheck deposited to more than one account

If more than one account at the same bank is to be used, complete either bank account #1 as a % or bank account # 1 as an amount.

Bank Account # 1 Deposit %

- If you want a percent of your net pay deposited to the first account, indicate the percent here. The balance will automatically be deposited to the second account. Note: this box refers to account # 1

Bank Account #1 \$ Amount

- If you want a dollar amount deposited to the first account, indicate the dollar figure here. The balance will automatically be deposited to the second account. Note: This box refers to account # 1.

Bank account # 2

- Starting at box 57, indicate the second account number at the same bank to which the net pay is to be deposited. Leave no blank boxes between numbers (hyphens must be shown).

Type of Account

- Indicate “C” for checking or “S” for savings. When electing deposit to a checking account, this number must be verified by attaching a photocopy of a check marked “void”.

Section III Complete this section after reading and understanding the conditions.

Completed forms must be submitted to: Payroll Services
Records Control
ASB, Room 317
Busch Campus
732-445-3057