

# Credit Authorization to Indiana University for Direct Bank Deposit Service

Direct deposit is mandatory for all IU employees. **Instructions:**

Fill in the form within your browser.

1. Print the completed form using your browser. Use File/Print. (Note: Filled form **CANNOT be saved**—you must print it to retain a copy)
2. Sign and date the form in the space provided.
3. MAIL THE COMPLETED FORM TO YOUR CAMPUS PAYROLL DEPARTMENT.
4. The following **MUST BE ATTACHED** to printed form: for checking or share draft accounts, voided check(s); for savings accounts, deposit slip(s). For savings accounts, contact your banking institution for a valid bank routing number as deposit slip may not have the routing number.
5. If you do not enroll prior to your first paycheck, all payments, until enrollment is received, will be deposited onto a paycard which you will pick up in your campus payroll office.

(Fill in boxes below)

Name \_\_\_\_\_

IU Employee ID \_\_\_\_\_ Number or last 4 digits of SSN number \_\_\_\_\_ (New IU employees only)

PAY SCHEDULE (check 1, your primary position):      BIWEEKLY                      MONTHLY

<b>START</b> depositing my net earnings on all payrolls into my checking or savings account(s) (see below).	<b>STOP</b> depositing my net earnings on all payrolls into my checking or savings account(s) (see below).	<b>CHANGE</b> my bank(s) and checking or account number(s) as shown below. My net earnings are now being deposited.
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**NOTE:** You may designate direct deposit by **either** percent **or** amount, but not both. This direct deposit information will be used to distribute **ALL** payroll payments from IU.

**1) Name of Financial Institution**

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Bank Routing Number (ABA): \_\_\_\_\_ Checking \_\_\_\_\_ Savings \_\_\_\_\_ Account No. \_\_\_\_\_

**Complete only 1 of the following:** \* Percent                      **or** Amount                      *\*Note: Total percent MUST equal 100 overall*

**2) Name of Financial Institution**

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Bank Routing Number (ABA): \_\_\_\_\_ Checking \_\_\_\_\_ Savings \_\_\_\_\_ Account No. \_\_\_\_\_

**Complete only 1 of the following:** \* Percent                      **or** Amount                      *\*Note: Total percent MUST equal 100 overall*

I certify that I am the owner, or joint owner, of the account(s) designated and am entitled to provide this authorization. I authorize Indiana University to initiate electronic credit entries, and if necessary, debit entries and adjustments for any credit entries in error to my account(s) listed above. **This authorization will remain in effect until Indiana University receives written notice of direct deposit termination from me**, in such time and manner as to afford reasonable opportunity for Indiana University and the Financial Institution(s) to act on it. I understand that the very earliest I can expect my checking or saving account(s) to be credited will be on payday. Also, if I change or terminate my account(s) without notifying IU Payroll in writing, I understand that my pay may be delayed. This authorization may be discontinued only by my written request, or automatically two years following my termination of all employment with IU.

**IMPORTANT NOTICE ABOUT INTERNATIONAL ACH/DIRECT DEPOSIT**

Due to new banking regulations, beginning September 18, 2009, funds electronically deposited via Automated Clearing House (ACH) in a U.S. bank and then forwarded to a non-U.S. bank are required to include additional information that is not currently being collected. Until this additional information can be obtained, payments of this nature must be paid by paper check or will be rejected by the ACH network. **THIS INCLUDES ACH PAYMENTS PROCESSED BY INDIANA UNIVERSITY FOR PAYROLL DIRECT DEPOSIT.**

If you currently forward, or in the future plan to forward, ACH payments to a non-U.S. bank; steps should **IMMEDIATELY** be taken to inactivate or change your direct deposit information currently on file with Indiana University. **YOU NEED NOT TAKE ANY ACTION IF YOU DO NOT AND WILL NOT FORWARD ACH PAYMENTS TO A NON-U.S. BANK.**

Check here if you plan to forward your ACH to a non-US bank: \_\_\_\_\_ (check box)

Failure to take action will result in your bank rejecting your international deposit and returning the funds to Indiana University. Indiana University is not responsible for international ACH transactions that are rejected and/or delayed due to missing information.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Campus Phone Number \_\_\_\_\_