Print Form Clear Form

UNIVERSITY of ALASKA
Many Traditions One Alaska

Employee ID	TKL	Work Phone
Last Name	First	M.

University Of Alaska

Direct Deposit Request Form

Please Read: Complete, sign, and date this form **in blue or black ink** to begin, change, or stop the direct deposit of your bi-weekly university pay. Return the original completed form and requested back-up documentation to your campus Payroll office.

Please Print Legibly

Deposit # 1	**Deposit # 2**
Action: (check one)	**Action:** (check one)
Start ☐ Change ☐ Stop ☐	Start ☐ Change ☐ Stop ☐
Account Closed?: Yes ☐ No ☐	**Account Closed?:** Yes ☐ No ☐
Financial Institution Name: _____	**Financial Institution Name:** _____
Phone # : _____	**Phone # :** _____
Routing # : __ __ __ __ __ __ __ __ __	**Routing # :** __ __ __ __ __ __ __ __ __
Account Type: (check one)	**Account Type:** (check one)
Checking ☐ Savings ☐	Checking ☐ Savings ☐
Account # : _____	**Account # :** _____
Deposit Amount:	**Deposit Amount:**
$_____ ***OR***	$_____ ***OR*** ☐ All Remaining Pay
_____ % of Net Pay	***OR*** _____ % of Remaining Net Pay
Note: Your name must be listed on the bank account. Also, the account/routing number for direct deposit may differ from the account/routing number listed on your personal deposit slip.	
Office Use Only:	
Priority of Deposit # 1: **Status: ☐ Pre-note ☐ Active ☐ Inactive**	**Priority of Deposit # 2:** **Status: ☐ Pre-note ☐ Active ☐ Inactive**

Conditions of Direct Deposit:

If you are starting or changing your direct deposit, **allow at least 2 pay periods for processing**. See page 2 for further instructions. Your university pay can be deposited to any participating U.S. bank, credit union, or savings & loan. Brokerage, money market, or check card accounts are not eligible. You may split your deposit between a maximum of two accounts (at the same or separate financial institutions). Always verify the net deposit amount on your pay stub with your financial institution or account statement. If making a change to accounts, do not close an account until you verify that account changes have been made. If terminating from the University of Alaska, do not close an account until you verify that your final university pay has been received. Upon termination of your employment with the University of Alaska, your direct deposit will be inactivated. Your pay stub can be viewed on UAOnline at http://www.uaonline.alaska.edu. UA does not print auto deposit stubs for employees, unless the employee submits an Auto deposit Paystub Option Form. More information is available at http://www.alaska.edu/hr/hr-procedures/employeeprocedures/payroll/autodeposit-information/.

I hereby authorize the University of Alaska to deposit my bi-weekly net pay to the financial institution(s) and account(s) noted above. I understand that the University of Alaska has the right to reverse any deposit made to my account(s) in error. I also understand that the University of Alaska may substitute a payroll check in place of my direct deposit if necessary. I understand that efforts will be made to notify me of any problems with my direct deposit in a timely manner.

Please note that the account and/or routing number for direct deposit may not be the account and/or routing number listed on your personal deposit slip.

Employee Signature: _____ **Date:** _____

To be completed by campus Payroll office:

Entered by: _____ Effective Date or Run #: _____

Directions for Completing the Direct Deposit Request Form:

1) Action: Indicate whether you are requesting to start, change, or stop the direct deposit of your University pay. If you are starting or changing the direct deposit of University pay, in most cases **allow at least two (2) pay periods for processing**. Always **verify** your direct deposit with your financial institution. You will receive a **physical paycheck** at your Human Resources address of record while new account information goes through testing.

Start: Use this option if you are starting a new payroll or new financial institution.

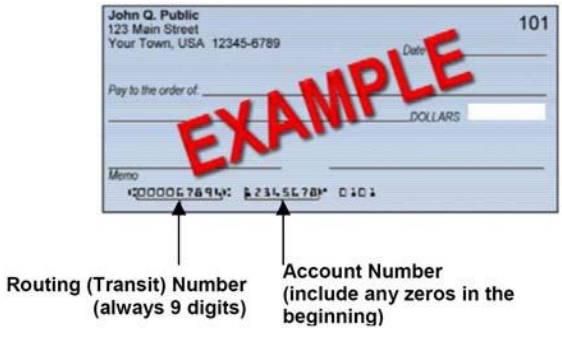
Change: Use this option if you are changing the amount of an existing direct deposit or are changing the account you wish to use for direct deposit.

Stop: Use this option if you are stopping a direct deposit. If you are stopping the direct deposit of University pay, a completed and signed Direct Deposit Request Form **must be received by the campus Payroll office at least seven (7) business days prior to pay day.**

2) **Financial Institution Name & Phone Number:** Indicate the name and phone number of the Financial Institution where you would like your University pay direct deposited.

3) **Routing #:** Complete the routing number for the Financial Institution where you would like your University pay direct deposited. Check with your Financial Institution for the correct routing number needed to direct deposit your University pay. Please note that the routing number for direct deposit may differ from the routing number listed on your personal deposit slip. The routing number is always nine (9) digits and is usually found on the bottom left of your personal check.

4) **Account Type:** Indicate whether your pay will be deposited into checking or savings (check one). Brokerage, money market, or check card accounts are <u>not</u> eligible.



5) **Account Number:** Complete the account number for the checking or savings account where you would like your University pay direct deposited. Your name must be listed on the bank account. Please note that the account number for direct deposit may not be the account number listed on your personal deposit slip. Check with your Financial Institution for the correct account number needed to direct deposit your University pay.

6) **Deposit Amount:** Indicate the dollar amount or percentage of your University pay that you would like direct deposited into the account indicated. Select "All Remaining Pay" for your second direct deposit to indicate that the remaining University pay should be direct deposited into the second account. If the percentage is less than 100%, you will receive a physical paycheck at your Human Resources address of record.

7) **Conditions of Direct Deposit:** After reading the Conditions of Direct Deposit, sign and date the form to acknowledge that you have read the Conditions of Direct Deposit **<u>and</u>** to authorize the University of Alaska to deposit your bi-weekly net pay to the Financial Institution(s) and account(s) noted on the form.

8) Documentation can be a copy of your voided personal check with the correct and complete account and routing number required for direct deposit or a letter from your Financial Institution. Account holder must be printed on the documentation. Your name must be listed on the bank account. Documentation is not required for changing amounts to existing direct deposit or stopping a direct deposit.