

DIRECT DEPOSIT AUTHORIZATION FORM

Controller's Office



For further instructions and explanations, please refer to second sheet of this form.

SECTION I – Please Print

1. Name (First, MI, Last): _____ 2. ID Number: _____

3. Mailing Address: _____

4. E-Mail: _____

(Electronic Notification will be sent to “pacific.edu” address for AP payments)

SECTION II – Payroll

TYPE OF TRANSACTION: Start Change Cancel _____ % or \$ _____	TYPE OF ACCOUNT: Checking Savings _____ Account Number	PAYROLL USE ONLY Routing Numbers – Code
FINANCIAL INSTITUTION		CITY, STATE, ZIP CODE
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NOTE: To indicate more than 2 accounts for Payroll please attach additional forms.

SECTION III – Accounts Payable

TYPE OF TRANSACTION: Start Change Cancel	TYPE OF ACCOUNT: Checking Savings _____ Account Number	ACCOUNTS PAYABLE ONLY Routing Numbers – Code
FINANCIAL INSTITUTION		CITY, STATE, ZIP CODE

NOTE: Only one account can be used for Accounts Payable payments.

Section VI- Attachments

STAPLE VOIDED PERSONAL CHECK FOR EACH ACCOUNT
Additional Instructions:

Section V – Certification

I hereby authorize the University of the Pacific (Pacific) to initiate credits (and/or corrections to the previous credits) to my account at the institutions listed above. This authority is in effect until I cancel it in writing giving Pacific reasonable opportunity to act on it, or upon termination of my employment and/or enrollment. It is my responsibility to inform Pacific of any changes in my banking information or of any discrepancies. To view your paystubs, please log on to insidePacific .		
_____ Employee/Student Signature	_____ Phone Number (Ext.)	_____ Date

Note to Processor: verify all information before accepting form, make sure form is signed and a phone number is listed. When setting up a new bank, please pre-note. Do Not Accept Deposit Slips in place of Personal Checks.

DIRECT DEPOSIT AUTHORIZATION FORM - INSTRUCTIONS

Controller's Office

Section I – Fill out the form with your Name, ID Number, Address and email.

Section II and III - Select the appropriate type of transaction below and follow the instructions.

Type of Transaction	New Account	Checking	Mark the check box for Start under type of transaction and Checking under type of account. Attach a voided check to the form.
		Savings	Mark the check box for Start under type of transaction and Savings under type of account. Please provide verification of bank routing number and account number.
		Multiple Accounts	You may direct deposit your earnings into more than one account for Payroll transactions only. Follow the steps above as applicable to each account. See <i>Allocation of Funds</i> for additional information.
	Changes	Additional Accounts	You may direct deposit your earnings into more than one account for Payroll transactions only. Follow the steps above as applicable to each account. See <i>Allocation of Funds</i> for additional information.
		Allocation of Funds	Mark the check box for Change . Indicate the new fund allocation. Payroll funds can be allocated using a flat amount or a percentage. To determine which account is first, a flat amount or a percentage amount less than 100% will be listed as the first or second account. Any amount that is considered the remainder will be listed as the second or third account.
		Cancelling One Account	Mark the check box for Cancel to stop direct deposit into the existing account to be cancelled only. List the account(s) to be cancelled as well as the account(s) to remain active.
		Cancelling Direct Deposit	Mark the check box for Cancel to stop direct deposit into all existing accounts, listing all accounts that you have set up.

Section IV – Attach a voided check and include any additional instructions.

Section V – Sign and date the bottom of the form and provide a phone number where you can be reached for further clarification, if needed.

***Payroll Transactions:** All Direct Deposits take a minimum of 2 pay periods to start. The first pay period is considered the Pre-notification which is the process for verifying the information provided on the direct deposit form with the bank(s) information. This information is sent with a \$0.00 amount. If the pre-notification is successful, then the Direct Deposit will be effective on the next payday. If the pre-note is not successful, we will recheck the information, and try again the following pay period.*

***Accounts Payable Transactions:** All Direct Deposits take a minimum of 2 payments to start. The first payment is considered the Pre-notification which is the process for verifying the information provided on the direct deposit form with the bank(s) information. This information is sent with a \$0.00 amount. If the pre-notification is successful, then the Direct Deposit will be effective on the check run. If the pre-note is not successful, we will recheck the information, and try again the following check run.*