

PAYROLL DIRECT DEPOSIT AUTHORIZATION

For New/Rehired Employees: Attach this completed form to the departmental Personnel Action Form (PAF).
For Current Employees: Submit this completed form directly to VCU Payroll Services at P. O. Box 842511.

(Please Print)

Name _____ (Contact your Personnel Administrator for your V-ID #)
 _____ V-ID # _____
Last First M.I.

Home Address _____ Home Phone Number _____

Work P. O. Box Number _____ Work Phone Number _____ E-mail Address _____

Name of Financial Institution (*bank or credit union*) _____ Account Type Checking
 (Select *only one* or will default to "Checking") Savings

Attach a VOIDED CHECK – not deposit slip – in this area so that VCU Payroll Services can process direct deposit authorization of your paycheck with your financial institution.

Please Note: The document that you attach must clearly indicate your account number and your financial institution's 9-digit routing transit number.

Check *only one* of the boxes below to *authorize*:

VCU to deposit the net pay amount each payday directly to the selected checking or savings account at the financial institution indicated above.

Checking this box means that you agree to the following conditions:

- **Notify** VCU Payroll Services immediately of any changes to this information so that your pay may be properly distributed.
- **Understand** that, in the event VCU notifies your financial institution that you are *not* entitled to the funds deposited to your account, your financial institution is authorized to return the deposited amount from your account to VCU.
- **If you are eligible for a student refund from your student account**, it will be processed using the financial institution information on this form.

A change in financial institution.

A change in account number at the same financial institution.

Direct deposit/changes should become effective the *next available pay period* after VCU Payroll Services receives your completed authorization form.

Signature _____ Date _____

FOR PAYROLL USE: NEW CHANGE Initial _____ Date _____