

Please check one:  Full-Time Employee  Temporary Employee  GA  Adjunct  Student

Please check one:  New Authorization  Change Authorization  Cancel Authorization



## DIRECT DEPOSIT ENROLLMENT FORM

All employees are required to enroll in direct deposit of Payroll deposits. Payroll funds can be split between two bank accounts.

You are responsible for verifying your account and routing numbers with your financial institution. Please double check the accuracy of all financial information, including account and routing numbers, before submitting this form. If your financial institution rejects the deposit, you will be issued a paper check.

Full Name: \_\_\_\_\_

Employee ID #: T \_\_\_\_\_ Department: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
Date

### PRIMARY ACCOUNT *(required)*

Financial Institution Name: \_\_\_\_\_

Type of Account:  Checking  Savings

Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

A diagram of a check with labels for routing and account numbers. The routing number is 0123456789 and the account number is 012345678901234. The check includes fields for NAME, ADDRESS, CITY, STATE, ZIP, DATE, PAY TO THE ORDER OF, BANK NAME, ADDRESS, CITY, STATE, ZIP, and FOR.

Payroll amount to be deposited to this account:

\_\_\_\_\_ (Dollar Amount or Balance of Pay)

### SECONDARY ACCOUNT *(optional)*

Financial Institution Name: \_\_\_\_\_

Type of Account:  Checking  Savings

Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

A diagram of a check with labels for routing and account numbers. The routing number is 0123456789 and the account number is 012345678901234. The check includes fields for NAME, ADDRESS, CITY, STATE, ZIP, DATE, PAY TO THE ORDER OF, BANK NAME, ADDRESS, CITY, STATE, ZIP, and FOR.

Payroll amount to be deposited to this account:

\_\_\_\_\_ (Dollar Amount or Balance of Pay)

I hereby authorize Tennessee Tech to initiate credit entries and, if necessary, debit entries and adjustments for any credit entries in error to my account(s) indicated above. I further understand that all accounts payable/travel funds will be deposited to only one account as identified above and cannot be split into multiple accounts.

This authorization revokes all prior payment direction notifications.  I agree.

*Information about your direct deposit is available in Banner Self Service (Eagle Online).*