



PAYROLL/ACCOUNTS PAYABLE/STUDENT ACCOUNT DIRECT DEPOSIT AUTHORIZATION FORM

For further instructions and explanations, please refer to the other side of this form.

Section I – Please Print

1. Name (First, MI, Last): _____ 2. ID Number 988 _____

3. Mailing Address: _____

4. E-Mail: _____

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

Section II – Payroll

TYPE OF TRANSACTION: <input type="checkbox"/> Start <input type="checkbox"/> Change <input type="checkbox"/> Cancel <input type="checkbox"/> _____ % or \$ _____	TYPE OF ACCOUNT: <input type="checkbox"/> Checking <input type="checkbox"/> Savings <hr/> ACCOUNT NUMBER	PAYROLL USE ONLY Routing Numbers – Code <table border="1"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table>										
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NOTE: TO INDICATE MORE THAN 2 ACCOUNTS FOR PAYROLL PLEASE ATTACH ADDITIONAL FORMS.

Section III – Accounts Payable / Student Accounts

TYPE OF TRANSACTION: <input type="checkbox"/> Start <input type="checkbox"/> Change <input type="checkbox"/> Cancel	TYPE OF ACCOUNT: <input type="checkbox"/> Checking <input type="checkbox"/> Savings <hr/> ACCOUNT NUMBER	A/P-STUDENT ACCOUNTS ONLY Routing Numbers – Code <table border="1"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table>										
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NOTE: ONLY ONE ACCOUNT CAN BE USED FOR ACCOUNTS PAYABLE AND STUDENT ACCOUNT PAYMENTS.

Section IV- Attachments

STAPLE VOIDED <u>PERSONAL CHECK</u> FOR EACH ACCOUNT <input type="checkbox"/> 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.		
_____	_____	_____
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.

General Instructions on Filing Out the Payroll/Accounts Payable/Student Accounts Direct Deposit Authorization Form

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

Section II and III. Select the type of transaction you wish to do and follow the instructions as they apply.

Type of Transaction	New Account	Checking	Mark the check box for Start under type of transaction and Checking under type of Account. Please staple a voided check to the front of the form
		Savings	Mark the check for Start under type of transaction and Savings under type of account. Please have documentation for that account available, for verification.
		Multiple Accounts	You may direct deposit your earnings into more than one account for Payroll transactions only. Please follow the steps above as applicable to each account. <u>See Allocation of Funds</u> for additional information.
	Changes	Additional Accounts	You may direct deposit your earnings into more than one account for Payroll transactions only. Please follow the steps above as applicable to each account. <u>See Allocation of Funds</u> 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 account or second account. Any amount that is considered the “remainder” will be listed as the second or third account.
	Cancellation	Canceling One Account	Mark the check box for the 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.
		Canceling Direct Deposit	Mark the check box for Cancel to stop direct deposit into all existing Accounts listing all the accounts that you have set up.

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

Section V. Once the form has been filled out, sign; date the bottom and write 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 / Student Accounts Transactions: Please contact the accounts payable or student accounts department for information on Pre-notification. Pre-notification 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 check run. If the pre-note is not successful, we will recheck the information, and try again the following check run.