



# PAYROLL/ACCOUNTS PAYABLE 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 payments)

## Section II – Payroll

<b>TYPE OF TRANSACTION:</b> <input type="checkbox"/> Start <input type="checkbox"/> Change <input type="checkbox"/> Cancel <input type="checkbox"/> _____ % or \$ _____		<b>TYPE OF ACCOUNT:</b> <input type="checkbox"/> Checking <input type="checkbox"/> Savings <hr/> ACCOUNT NUMBER		<b>PAYROLL USE ONLY</b> 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

<b>TYPE OF TRANSACTION:</b> <input type="checkbox"/> Start <input type="checkbox"/> Change <input type="checkbox"/> Cancel		<b>TYPE OF ACCOUNT:</b> <input type="checkbox"/> Checking <input type="checkbox"/> Savings <hr/> ACCOUNT NUMBER		<b>ACCOUNTS PAYABLE ONLY</b> 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 PAYMENTS.

## Section IV- Attachments

<b>STAPLE VOIDED <u>PERSONAL CHECK</u> FOR EACH ACCOUNT</b>	
<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 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.**

<b>Type of Transaction</b>	<b>New Account</b>	<b>Checking</b>	Mark the check box for <b>Start</b> under type of transaction and <b>Checking</b> under type of Account. Please staple a voided check to the front of the form
		<b>Savings</b>	Mark the check for <b>Start</b> under type of transaction and <b>Savings</b> under type of account. Please have documentation for that account available, for verification.
		<b>Multiple Accounts</b>	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
	<b>Changes</b>	<b>Additional Accounts</b>	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.
		<b>Allocation of Funds</b>	Mark the check box for <b>Change</b> . 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.
	<b>Cancellation</b>	<b>Canceling One Account</b>	Mark the check box for the <b>Cancel</b> 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.
		<b>Canceling Direct Deposit</b>	Mark the check box for <b>Cancel</b> 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 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.*