NORTH PARK UNIVERSTIY
AUTHORIZATION FOR DIRECT DEPOSIT OF PAYROLL

Name:			
Employee ID:		**Social Security:**	
Department:		**Campus phone extension:**	

I, _____, do hereby authorize North Park University to directly deposit my payroll into the following account(s) at the stated amounts below. I understand that this authorization will remain in effect from the date this form is signed until revoked by me in writing to the Human Resource Department.

Complete the information below carefully. Any inaccuracies will result in delaying your direct deposit authorization. Call the Human Resource Department at ext. 5602 or ext. 5601 with any questions.

Complete Information Below

	Account #1	Account #2
Bank Name:		
Bank City/State::		
Type of Account (Circle One):	Checking Savings	Checking Savings
Account Number:		
Transit Routing Number:		
Amount of Pay: ***(indicate " ALL" or must be specific dollar amount)***		

	Account #3
Bank Name:	
Bank City/State:	
Type of Account (Circle One):	Checking Savings
Account Number:	
Transit Routing Number:	
Amount of Pay: ***(indicate "ALL" or must be specific dollar amount)***	

Please attach a copy of a voided check (for checking accounts) or deposit slip (for savings accounts) to this form so that we may verify the routing number.

Signature of Employee	**Date**

NORTH PARK UNIVERSITY
DIRECT DEPOSIT PROGRAM

The Direct Deposit Program allows you to have your wages automatically deposited in a checking or savings account of your choice and available to you on the morning of payday. It will eliminate the worry of making a special trip to the bank on payday and waiting in a long line to get your paycheck deposited.

How it works

You may choose up to **three (3) accounts**, savings and / or checking, to have your pay directly deposited as long as the financial institution(s) of your choice is a member of the Automated Clearing House Association
(ACH).

How to Sign Up

Once you have an account established and/or informed your existing bank, complete the attached **"Authorization For Direct Deposit of Payroll"** form. For verification purposes, attach one of your checks or deposit slips (**marked "VOID**") to your authorization form. Sign and return the completed form to the Human Resource/Payroll Department on the 3rd floor of Old Main.

It will take approximately 3 weeks before your direct deposit can take place. In the interim, you will continue to receive a regular paycheck. Once your direct deposit has started, each payday you will receive, in inter-office mail, a pay stub advising you that your wages were directly deposited.

Changing Banks or Closing Accounts

If you select a new bank, you must complete a new "AUTHORIZATION FOR DIRECT DEPOSIT OF PAYROLL FORM" and submit it to the Human Resources/Payroll Department at least two weeks before the payday you want it to start.

Please notify the Human Resources/Payroll Department immediately before you close your bank account. This will avoid having your automatic deposit rejected and pay delayed.

If you have any questions, call the Human Resource/Payroll Department at ext. 5602 or ext. 5601.