



Payroll Office
300 College Park
Dayton, OH 45469-1663
Phone: (937) 229-2949
Fax: (937) 229-3816

DIRECT DEPOSIT AUTHORIZATION FORM

Please check:

- New Account
- Change Accounts
- Add Accounts
- Stop Additional Accounts

Please attach a voided check here.

(If check is available)

Effective Date _____

*UD ID Number _____

*Name (Please Print) _____ *Phone Number _____

**The first pay when authorizing Direct Deposit may be a Pre-Note PAPER CHECK dependent on timing of request.

**Paper Checks will be mail to the employee's Payroll home Address on file.

*Financial Institution _____

*Routing Number (Nine Digits) _____ *Account Number _____

*Checking *Savings

Total Net Pay Dollar Amount \$ _____

COMPLETE THIS PORTION ONLY IF FUNDS ARE TO GO TO A SECOND BANK OR ACCOUNT.

*Financial Institution _____

*Routing Number (Nine Digits) _____ *Account Number _____

*Checking *Savings

Total Net Pay Dollar Amount \$ _____

*Signature _____ Date _____

Email completed form to payroll@udayton.edu as an attachment.

*Required Information to process Direct Deposit set-up

**Important information about Direct Deposit process