



**Direct Deposit Payroll Authorization**

I hereby authorize Centenary University and the financial institution listed below to deposit my net pay from Centenary University automatically into the account listed below each payday. If funds to which I am not entitled are deposited to this account in error, I authorize Centenary University to direct the financial institution to return said funds to Centenary University. I will be notified in writing in the event of any such error. This authorization remains in force until I notify the Human Resources Department in writing either to discontinue this direct payroll deposit or to change information for my direct payroll deposit, or the University notifies employees that it elects to discontinue this service.

Employee Name (printed) \_\_\_\_\_

Department \_\_\_\_\_ Telephone Ext. \_\_\_\_\_

Financial Institution \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Transit/ABA Number \_\_\_\_\_  
(generally this is the first set of numbers on your check)

Checking Account Number \_\_\_\_\_  
(generally this is the second set of numbers on your check)

Deposit into my:   Checking Account  
                          Attached is a voided check for my checking account  
                          Savings Account

I understand that following receipt of this signed authorization by the Human Resources Department:

- The first paycheck will be an actual paper paycheck and not a direct deposit. This is standard operating procedure for initializing direct payroll deposits.
- The second paycheck will be my first direct payroll deposit.

**Change of Financial Institution Information**

Please cancel current direct deposit into my:   Checking Account                      Savings Account

\_\_\_\_\_  
Type Name Here

\_\_\_\_\_  
Date