

**STUDENT EMPLOYEE  
PAYROLL DIRECT DEPOSIT AUTHORIZATION FORM**

Direct Deposit is an option offered by Boston University to have your weekly/monthly pay automatically deposited into your checking or savings account. The following information should be completed and returned to the Boston University Student Payroll Office, 881 Commonwealth Avenue, 2<sup>nd</sup> Floor, Boston, Ma. 02215.

**ATTACH A VOIDED CHECK (OR PHOTOCOPY OF ONE) FROM YOUR BANK ACCOUNT. DO NOT SUBSTITUTE A DEPOSIT TICKET, AS THIS DOES NOT HAVE THE NECESSARY BANK CODES NEEDED TO SET UP YOUR ACCOUNT.**

**Please Print:**

NAME \_\_\_\_\_ S.S. NUMBER: \_\_\_\_\_

BANK-MAIN OFFICE (NAME AND ADDRESS): \_\_\_\_\_ B.U. ID NUMBER: U \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

TYPE OF ACCOUNT: \_\_\_\_\_ CHECKING \_\_\_\_\_ SAVINGS

NOTE: **New Student Employees:** The processing of this direct deposit form will take a minimum of three weeks **from the time you receive your first pay check as an employee of Boston University.**

**Current Student Employees:** The processing of this direct deposit form will take a minimum of three weeks.

Paycheck stubs will be directed to your departmental address.

When changing a direct deposit account from one bank to another, the information below will also be needed:

OLD BANK: \_\_\_\_\_ OLD ACCOUNT NUMBER \_\_\_\_\_

I hereby authorize my employer, Boston University, to deposit the NET amount of my paycheck at the above named bank. Boston University is also authorized to withdraw from my account any deposit which was made in error. **I UNDERSTAND THAT THE DEPOSIT WILL NOT APPEAR IN MY ACCOUNT UNTIL THE NEXT SCHEDULED WORK DAY AFTER PAYDAY (USUALLY THIS WILL BE MONDAY).**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Future changes to the information indicated above should be submitted **in writing** to the Payroll Office.