



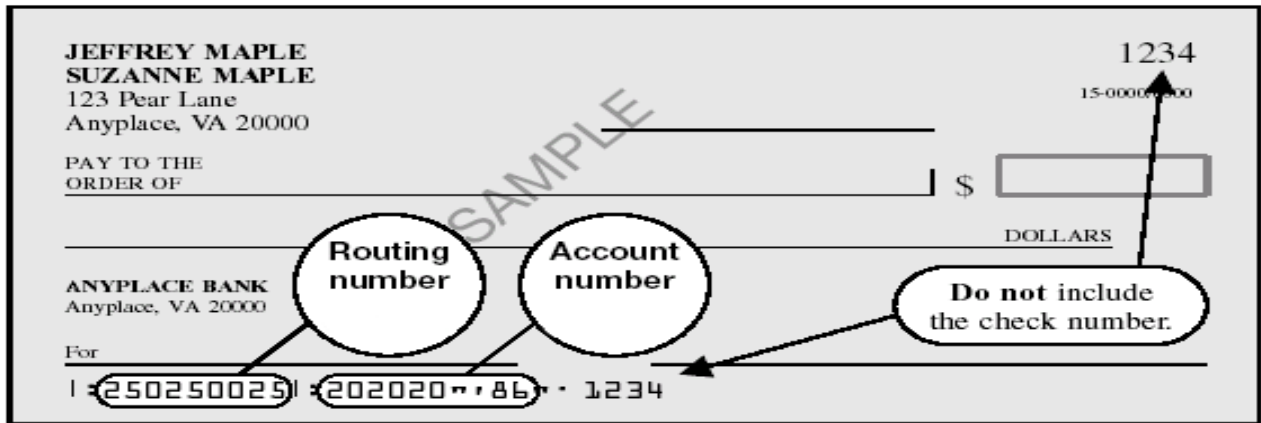
Boston University Direct Deposit Authorization Form

Employee Name _____ **University ID#** _____
(Please print legibly)

You have the option to automatically deposit your Monthly, Weekly or Expense Reimbursement Pay directly into a checking or savings account(s). Your deposit can be made to any combination of accounts.

Please note the following:

- New employees may return this form to HR at Orientation. Otherwise, provide the form to your Payroll Coordinator for signature; who will then forward the completed form to the Payroll Office, 25 Buick Street, 1st floor.
- Please **do not use your debit card number or deposit slips** these do not accurately depict your checking account numbers for direct deposit. If you do not know your routing number and/or account number, please contact your bank directly and they can provide that to you. Inaccurate bank information **CAN** cause a delay in setting up your direct deposit.
- Do not forget to sign the form and return to HR or your Payroll Coordinator.



Note. The routing and account numbers may be in different places on your check.

Payroll ___ or Reimbursement ___

Bank/Financial Institution Name	
Type of Account (Savings/Checking)	
Routing Number	
Account Number	
Amount of Deposit (flat \$ amount, percentage or ALL)	
Bank/Financial Institution Name	
Type of Account (Savings/Checking)	
Routing Number	
Account Number	
Amount of Deposit (flat \$ amount, percentage or ALL)	
Bank/Financial Institution Name	
Type of Account (Savings/Checking)	
Routing Number	
Account Number	
Amount of Deposit (flat \$ amount, percentage or ALL)	

I hereby authorize my employer, Boston University to deposit my net pay into the above account(s). Boston University is also authorized to apply any debit adjustments to correct any excess deposit(s) made in error to my account. I will not hold Boston University liable for any erroneous deposits or for any adjustments made to my account in error.

Employee's Signature _____

HR Orientation Lead or Payroll Coordinator: Name: _____ **Signature:** _____