Credit Authorization to Indiana University for Direct Bank Deposit Service

Instructions:

1. Fill in the form electronically.
2. Print the completed form.
3. Sign and date the completed form at the bottom.
4. Depending on the type of account you have select you ***MUST*** include one of the following:
    a. Checking account or Share Draft account – A ***voided*** check drawn on the account.
    b. Savings account – A savings deposit slip from your financial institution for the account. Ensure that the deposit slip contains a valid bank routing number.
5. Mail the completed form and the required item from step 4 to your campus payroll department.

(Complete the following boxes)

Name:

IU Employee ID :
(New IU employees, leave blank)

Last 4 digits of your SSN:
(New IU employees only)

Pay Schedule:
(Check one, your primary position)

◯ Biweekly ◯ Monthly

◯ **START** depositing my net earnings on all payroll payments into my checking or savings account(s) as indicated below.	◯ **CHANGE** my bank(s) and checking and/or savings account number(s) as shown below to update my current direct deposit information.

Note: You may designate direct deposit by either percent or amount but not both. This direct deposit information will be used to distribute ALL payroll payments from IU.

1) Name of Financial Institution:

City: State: Zip Code:

Bank (ABA) Routing Number: Account Number: ◯ Checking ◯ Savings

Select an option from the dropdown menu: Amount Amount/Percent:

2) Name of Financial Institution:

City: State: Zip Code:

Bank (ABA) Routing Number: Account Number: ◯ Checking ◯ Savings

Select an option from the dropdown menu: Amount Amount/Percent:

I certify that I am the owner, or joint owner, of the account(s) designated and am entitled to provide this authorization. I authorize Indiana University to initiate electronic credit entries, and if necessary, debit entries and adjustments for any credit entries in error to my account(s) listed above. This authorization will remain in effect until Indiana University receives written notice of direct deposit termination from me, in such time and manner as to afford reasonable opportunity for Indiana University and the Financial Institution(s) to act on it. I understand that the very earliest I can expect my checking or saving account(s) to be credited will be on payday. Also, if I change or terminate my account(s) without notifying IU Payroll in writing, I understand that my pay may be delayed. This authorization may be discontinued only by my written request, or automatically two years following my termination of all employment with IU.

IMPORTANT NOTICE ABOUT INTERNATIONAL ACH/DIRECT DEPOSIT

Due to new banking regulations, beginning September 18, 2009, funds electronically deposited via Automated Clearing House (ACH) in a U.S. bank and then forwarded to a non-U.S. bank are required to include additional information that is not currently being collected. Until this additional information can be obtained, payments of this nature must be paid by paper check or will be rejected by the ACH network. THIS INCLUDES ACH PAYMENTS PROCESSED BY INDIANA UNIVERSITY FOR PAYROLL DIRECT DEPOSIT.

If you currently forward, or in the future plan to forward, ACH payments to a non-U.S. bank; steps should IMMEDIATELY be taken to inactivate or change your direct deposit information currently on file with Indiana University. YOU NEED NOT TAKE ANY ACTION IF YOU DO NOT AND WILL NOT FORWARD ACH PAYMENTS TO A NON-U.S. BANK.

I currently or plan to forward my ACH/Direct Deposit payment to a Non-US bank: ◯ YES ◯ NO

Failure to indicate accurately could result in your bank rejecting your international deposit and returning the funds to Indiana University. Indiana University is not responsible for international ACH transactions that are rejected and/or delayed due to missing information.

Signature: _____ Date: _____ Campus Phone Number: _____