

Arkansas Tech University

Accounts Payable Direct Deposit Authorization Form

Browning Hall 3rd Floor - Suite 302

Employee Name First _____ Middle _____ Last _____ Employee T # _____
Required

Work Phone _____ Home Phone _____ Department _____

E-mail _____

New enrollment
 Change in Current Bank and/or Account
 Cancel Direct Deposit Participation

I hereby authorize and request ATU to have my reimbursement/payment directly deposited to the designated checking or savings account I have indicated below. I also authorize ATU to initiate any correction (debit) entries to my account, should such entries be necessary. The financial institution named below is also authorized to make the same entries to my account. This authority is to remain in full force and effective until ATU has received written notification from me of its cancellation. I may give such notice at any time, but I must allow ATU a reasonable time after receipt to act upon it. I understand that ATU is not responsible for the accuracy of the bank information I have provided and inaccurate information will delay the implementation of my direct deposit.

If you are using the same active account as your payroll direct deposit, choose the "YES" box and complete the account information. A voided check is NOT necessary with this selection.

For new enrollment or changes to a current account, choose the "NO" box, complete the account information and attach a voided check or direct deposit authorization form from your bank.

YES Please use the same active account that is currently being used for my payroll direct deposit.

NO A voided check or direct deposit authorization form from my bank is attached.

Bank Name	9 Digit Bank Routing Number	Account Number	C=Checking S=Savings

Employee Signature

Date

Return this form & voided check to the Accounts Payable Office in Browning Hall Suite 302 . Do not email or fax form.

This sample check illustrates how to identify the 9 digit routing number and the account number on the bottom of your check.

SAMPLE CHECK		0101
DATE _____		
PAY TO THE ORDER OF _____	\$ <input type="text"/>	
_____		DOLLARS
MEMO _____	SIGNATURE _____	
<input type="text" value="286582805"/>	<input type="text" value="0123456789"/>	0101
ROUTING NUMBER	ACCOUNT NUMBER	CHECK NUMBER