

# Arkansas Tech University

## Payroll Direct Deposit Allocation Form

Return this completed form with a voided check or direct deposit authorization form to the Payroll Department at 404 N. El Paso Ave.

**Do Not Email or Fax Form**

**You must show an ATU campus ID**

Employee Name \_\_\_\_\_

T# \_\_\_\_\_

Phone # \_\_\_\_\_

Department \_\_\_\_\_

New Enrollment

Change in Current Bank and/or Account

Please read this section and completely fill out the required information. If you are making a change, you must complete all account(s) information in order of priority.

**Banking Priority**— Your net pay can be distributed into different accounts even if they are with different banks. Your pay will be distributed to each account according to the **order** you have listed them below.

**Example:** Priority 1 = \$10.00 to one savings account, priority 2= 100.00 to a checking account, priority 3 would be the balance of your check to either checking or savings account.

**Allocation of Net Pay**— Write in the amount you would like to go into each account **per pay period**, only one dollar amount can be indicated for each account. For the last priority that you use, write “Remaining NET Amount” in the Dollar Amount column.

**You must attach a voided check or direct deposit authorization form from your bank for each account listed to validate the account information.**

Banking Priority	Bank Name	Bank Routing Number	Account Number	C= Checking S=Savings	Dollar Amount
1.					
2.					
3.					
4.					

\*\*\* The total amount of your direct deposit must be equal to your net salary.\*\*\*

Employee Signature \_\_\_\_\_

Date: \_\_\_\_\_

Payroll Office Use	
Initials	Date