

# Arkansas Tech University Payroll Direct Deposit Allocation Form

Employee Name \_\_\_\_\_ T # \_\_\_\_\_

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

New Enrollment

Change in Current Account(s)

Decline/Cancel Enrollment

Return this completed form in person (**you must show a valid picture ID**) with required documentation to:

ATU Payroll Office  
Hughes Building, 514 West M Street  
**\*\*Please do NOT email this form\*\***

1. Deposit/Account Information

Bank Name: \_\_\_\_\_

Routing #: \_\_\_\_\_ Account #: \_\_\_\_\_

Choose only one account type:

Checking Savings

Amount to deposit in account:

\$ \_\_\_\_\_ or \_\_\_\_\_ % or  Full Net Amount

2. Deposit/Account Information

Bank Name: \_\_\_\_\_

Routing #: \_\_\_\_\_ Account #: \_\_\_\_\_

Choose only one account type:

Checking Savings

Amount to deposit in account:

\$ \_\_\_\_\_ or \_\_\_\_\_ % or  Remaining Net Amount

3. Deposit/Account Information

Bank Name: \_\_\_\_\_

Routing #: \_\_\_\_\_ Account #: \_\_\_\_\_

Choose only one account type:

Checking Savings

Amount to deposit in account:

\$ \_\_\_\_\_ or \_\_\_\_\_ % or  Remaining Net Amount

**\*You MUST attach documentation that displays your name, bank name, routing number and account number.**

**Examples include a voided check, direct deposit authorization form, or screenshot of online account information. Failure to provide the required documentation will result in your form not being processed.\***

I hereby authorize and request Arkansas Tech University ("ATU") to direct deposit my earnings to the designated checking and/or savings account(s) I have indicated above. I also authorize ATU to initiate any correction (debit) entries to my account, should such entries be necessary. The financial institution named above is also authorized to make the same entries to my account. This authority is to remain in full force until ATU has received notification from me of its cancellation. 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.

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

\_\_\_\_\_  
Date