

# Arkansas Tech University

## Accounts Payable Direct Deposit Authorization Form

404 N El Paso, Room 127

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 Controller's Office in Room 127 at 404 N El Paso . 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.

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