

Christopher Newport University

EMPLOYEE DIRECT DEPOSIT AUTHORIZATION

Print Employee Full Name: _____ Employee ID #: _____

Yes! I wish to have my employer deposit my net pay and/or a fixed amount(s) each payday directly to my account(s) as indicated. I agree to notify my employer immediately of any changes to the information so that my pay may be properly distributed. I understand that in the event my employer notifies my financial institution that I am not entitled to the funds deposited to my account, my bank is authorized to debit my account for the amount of the adjustment. I understand that in the event my financial institution is not able to deposit any electronic transfer into my account due to any action I take; that I am responsible for any resulting bank fees incurred, and that my employer can not issue the payroll funds to me until the funds are returned to my employer by my financial institution.

As required by the Federal Office of Foreign Asset Control in support of U.S.C. Title 50, War and National Defense, I attest that the full amount of my direct deposit is not being forwarded to a bank in another country and that if at any point I establish a standing order for my receiving bank to forward the full direct deposit to a bank in another country, I will inform my employing agency immediately.

Please note that, due to timing differences, new or changed direct deposits may result in one paper check after this form has been submitted. Please do not close your account(s) without giving your payroll office two weeks prior notice.

No, I am a federal work study student or an employee under the age of 18. I do not want direct deposit and would like my check mailed to my home address through the US Postal Service. I understand that my check **maybe delayed due to volume variances within the US Postal Service**. If you choose this option, please be aware that we cannot put a stop payment on a delayed check until 2 weeks after the pay date. It will take 2 weeks from the stop payment date for the Department of the Treasury to issue a new check.

Employee Signature _____ Date _____

CHECKING ACCOUNTS. Attach a voided check for each account. ****If a voided check is not attached, this section should be completed by your financial institution along with their name and signature below**.**

NET Direct Deposit to the following **CHECKING** account:

_____	_____	_____	NET	<input type="checkbox"/> New
Name of Financial Institution	Routing Number	Checking Account Number	Amount	<input type="checkbox"/> Change
				<input type="checkbox"/> Stop (Deduction 169)

FIXED Amount to the following **CHECKING** account(s):

_____	_____	_____	_____	<input type="checkbox"/> New
Name of Financial Institution	Routing Number	Checking Account Number	Amount	<input type="checkbox"/> Change
				<input type="checkbox"/> Stop (Deduction 159)

_____	_____	_____	_____	<input type="checkbox"/> New
Name of Financial Institution	Routing Number	Checking Account Number	Amount	<input type="checkbox"/> Change
				<input type="checkbox"/> Stop (Deduction 163)

_____	_____	_____	_____	<input type="checkbox"/> New
Name of Financial Institution	Routing Number	Checking Account Number	Amount	<input type="checkbox"/> Change
				<input type="checkbox"/> Stop (Deduction 167)

SAVINGS ACCOUNTS. Deposit slips can NOT be used. This section and the routing and account numbers below should be completed by your financial institution.

****Print name of Financial Representative:** _____ **Phone:** _____

****Signature of Financial Representative:** _____ **Date:** _____

NET Direct Deposit to the following **SAVINGS** account:

_____	_____	_____	NET	<input type="checkbox"/> New
Name of Financial Institution	Routing Number	Savings Account Number	Amount	<input type="checkbox"/> Change
				<input type="checkbox"/> Stop (Deduction 170)

FIXED Amount to the following **SAVINGS** account(s):

_____	_____	_____	_____	<input type="checkbox"/> New
Name of Financial Institution	Routing Number	Savings Account Number	Amount	<input type="checkbox"/> Change
				<input type="checkbox"/> Stop (Deduction 160)

_____	_____	_____	_____	<input type="checkbox"/> New
Name of Financial Institution	Routing Number	Savings Account Number	Amount	<input type="checkbox"/> Change
				<input type="checkbox"/> Stop (Deduction 164)

_____	_____	_____	_____	<input type="checkbox"/> New
Name of Financial Institution	Routing Number	Savings Account Number	Amount	<input type="checkbox"/> Change
				<input type="checkbox"/> Stop (Deduction 168)