

## Bucknell University Payroll & Accounts Payable Direct Deposit Authorization Form

### **Employee's Authorization**

Please complete and return to Bucknell University's Payroll Office, Accounts Payable Office or Human Resources.

I authorize the financial institutions listed below and Bucknell University to deposit my pay or reimbursements (e.g. travel expense reimbursements) to my account(s). This authority will remain in effect until I have cancelled or modified it in writing.

**Instructions:**

1. Complete ***all*** information in the spaces provided below. You may choose "Percent" or "Dollar Amount", not both. Total percent must equal 100. If choosing only one bank, use the "First Bank Name" line. If choosing only two banks, use the "First Bank Name" and "Last Bank Name" lines.
2. At the "Account Number" line, mark the box before the type of account to indicate whether your pay will be deposited into a checking or savings account.
3. **Attach a voided check, if depositing into a checking account, for verification of all financial institution information. For deposits into a savings account, please attach a verification of the ABA number and your account number from each financial institution.**
4. Your Accounts Payable direct deposit reimbursements will be made to the bank listed on the "First Bank Name" line. If you would prefer a different bank for Accounts Payable direct deposits, complete the "Accounts Payable Bank Name" line. Note: Accounts Payable direct deposits can be made to only one account.
5. If you choose not to participate in the Accounts Payable Direct Deposit, please check the "I decline participation in Accounts Payable Direct Deposit" box.

First Bank Name	Routing & Transit Number (ABA)	Account Number <input type="checkbox"/> Checking <input type="checkbox"/> Savings	OR	Percent <span style="float: right;">Dollar Amount</span>
Second Bank Name	Routing & Transit Number (ABA)	Account Number <input type="checkbox"/> Checking <input type="checkbox"/> Savings	OR	Percent <span style="float: right;">Dollar Amount</span>
Last Bank Name	Routing & Transit Number (ABA)	Account Number <input type="checkbox"/> Checking <input type="checkbox"/> Savings	OR	Percent <span style="float: right;">Balance of Pay Dollar Amount</span>
Accounts Payable Bank Name <small>(If different from the information on the "First Bank Name" line)</small>	Routing & Transit Number (ABA)	Account Number <input type="checkbox"/> Checking <input type="checkbox"/> Savings		

I decline participation in Accounts Payable Direct Deposit.

Date	Name (please print)	Bucknell ID#	Signature
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**If you are a *Pennsylvania Resident*, please complete the following:**

**School District:** \_\_\_\_\_ **County:** \_\_\_\_\_ **Township or Borough in which you reside:** \_\_\_\_\_