



Workforce Management Organization
HRIS and Payroll Office
 200 Broadway, Suite 218
 New Orleans, LA 70118
 Ph. (504) 865-5280
 Fax (504) 862-8945

Authorization Agreement for Payroll Direct Deposit

(Direct Deposit is a requirement for all employees.)

Section A: Employee Information (All fields are required.)

Name (Last, First, MI) _____
 Employee ID # _____ Department _____

Section B: Accounts

Account Type Action Type <small>(Please choose one from each line below)</small>	Bank Name	Routing Number (RN) Account Number (AN) <small>(Please enter both numbers in each box below)</small>	Amount Percent or "NET"
1. <input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Stop		RN- _____ AN - _____	NET
2. <input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Stop		RN - _____ AN - _____	
3. <input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Stop		RN - _____ AN - _____	
4. <input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Stop		RN - _____ AN - _____	

Section C: Certification

In signing this form, I certify that I am an account holder of the designated accounts as listed in Section B above and authorize my employer, Tulane University, to deposit my net pay each payday into these designated accounts. 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 further understand that in the event my institution is not able to deposit any electronic transfer(s) into my account because of incorrect bank account number/routing number I provided or due to any action I take, my employer can not issue the funds to me until the funds are received by my employer from my financial institution. I understand that this process may take 3 – 5 business days.

Signature:

Employee _____ Date _____

Instructions:

MULTIPLE DIRECT DEPOSITS ARE AVAILABLE: Employee may **choose up to three** fixed amount or percentage direct deposits, **plus one net pay** direct deposit after all fixed or percentage amounts have been distributed.

Employee must complete Sections A, B and C and forward the completed form along with a voided check or photocopy of a check for each checking account to the HRIS and Payroll office. Please do not attach a deposit slip.

Once the Payroll Office receives this request, the new direct deposit, in general, becomes effective in the next available pay period. In some unforeseen situations, the request may take up to one pay period to process. Please make sure funds have been deposited into your account before attempting to access them.

Section B Instructions:

Account Type - For each account, choose either Checking or Savings

Action Type - For each account, choose either New, Change or Stop

Bank - Enter the name of the Financial Institution for each account

Routing Number - Enter the 9 digit Routing Number (RN) for the Financial Institution. Please refer to the illustration below to obtain routing number for your checking account. For savings account, please do not use the routing number on the deposit slip. If you are not sure of the routing number of your financial institution, please contact your financial institution for further advice.

Account Number - Enter your personal Bank Account Number. Please refer to the illustration below to obtain account number.

Joe Smith
1234 Anystreet Court
Anycity, AA 12345

1234

Pay to the order of _____

_____ Dollars

Bank Anywhere

@123456789@ 123456789123 ||-1234

Bank Routing Number Bank Account Number Check Number (Do not use)

Amount - Enter an **amount** when a fixed amount is to be deposited (whole dollars only).

Enter a **percentage** when a portion of the check is to be deposited (whole numbers only).

Enter the word "**Net**" for only one account or to specify where the remainder of monies is to be deposited after all other distributions have been allocated.

CHANGES/DELETION: Employees must complete a new Authorization Agreement in order to implement any modifications to an existing setup. **Any update must include all accounts.** Employees should keep the account requested for deletion open with bank until the new transaction is complete. Otherwise, employees may experience a delay in payments (please refer to Failed Direct Deposit section for details).

CANCELLATIONS: This authorization shall remain in force and effect until Tulane University has received written notification of it's termination.

CREDIT UNIONS: Treat a Credit Union account as if it were an account at any other financial institution.

Examples:

Multiple Direct Deposits: For all examples assume Joe receives net pay of \$2,250.00 per month.

Example 1: Joe wishes to have \$500.00 deposited into a savings account and the remainder in checking. In Section B-1, enter the savings account information and enter \$500.00 in the Amount field. In Section B-2, enter the checking account info and enter **NET** in the Amount field.

Joe will have \$500.00 deposited into his savings account and \$1,750.00 into his checking.

Example 2: Joe wishes to have 10% of his salary deposited into his daughter's checking account, 10% into his son's account, \$500.00 into his savings and the remainder to be deposited into his personal checking account. In Section B-1, enter the daughter's checking info and 10% in the Amount field. In Section B-2, enter the son's checking info and 10% in the Amount field. In Section B-3, enter his personal savings info and \$500.00 in the Amount field. In Section B-4, enter his personal checking account info and **NET** in the Amount Field. The daughter must sign Section C-1 and the son must sign Section C-2.

Joe will have \$225.00 deposited into his daughter and son's accounts, \$500.00 in his savings and \$1,300.00 in his personal checking account.