



The University of Georgia

Payroll Department
Request for Direct Deposit of Net Pay

All fields must be completed

Name (Last, first, middle initial)

Last 4 digits of SSN

Name of financial institution (US only)

Exact name of account

Bank routing number (9-digit # prior to your acct # on your check)

Account number

Checking

Savings

Department name and address for delivery of direct deposit advisement
(See note below regarding electronic advisement)

I hereby authorize the University of Georgia to deposit my net pay and any reimbursements into my account at the above named bank. The University is also authorized to adjust any over/under deposit which it has caused to be made into my account. This authorization will remain in effect until I cancel or supersede it in writing to the University of Georgia Payroll Department. Due to electronic funds transfer prenotification requirements, I understand this request may not be effective until the second payday after it is received in the Payroll Department (this time delay also applies when changing banks). I also understand this election will include travel and most other reimbursements the University makes to me.

It is important to keep your bank information updated. Changes made to the bank account information in the Payroll system do not update any other bank information the University may have on file for you such as direct deposit for your student account. It is your responsibility to update any bank account changes with each of these departments separately.

I understand that should I terminate my employment and later return to work at the University, my direct deposit authorization will continue in effect unless I have submitted a new form or notified the Payroll Department in writing of my desire to cancel my direct deposit.

Signature

Date

Department

I would like to obtain my payroll check stub electronically instead of by paper. (This option allows you to obtain your check information more quickly and saves the University money by reducing administrative costs. Go to http://www.busfin.uga.edu/payroll or call the Payroll Office at 706-542-3431 for information on obtaining your pay stub electronically.)

Signature

You must attach a voided check here

Please return this form to: Payroll Department
University of Georgia
Room 205
Business Services Bldg.
Athens, GA 30602-4215