Here’s how Direct Deposit works:
Direct deposit is safe, convenient and easy. Upon completion of this form, your paycheck will be automatically deposited in your checking and/or savings account on payday. There is no need to change your present banking relationship to take advantage of this service.

On payday your pay advice will be available on WebAdvisor, showing gross salary, taxes, other deductions, and net pay. Your money will already have been deposited in your account. The amount of the deposit will appear on your bank statement.

Instructions:
1. Mark the box to indicate whether your pay will be deposited in your checking and/or savings account. Include any instructions as to how you want the funds deposited. Example: $25 to savings, remainder to checking.
2. Fill in your name, the name and location of your financial institution and today’s date.
3. Attach a voided check for verification of all financial institution information. Attach a blank deposit ticket for verification of savings account information.

I authorize the University of Pikeville to initiate electronic credit entries each pay period and, if necessary, debit entries and adjustments for any credit entries in error to my:

- checking account (and/or)
- savings account

Deposit instructions: (example: $25 to savings, remainder to checking)

I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. This authority will remain in effect until I have cancelled it in writing.

Financial Institution Name (Please Print): ______________________________
Financial Institution City and State: __________________________________________
Printed Name: ________________ Date: __________________
Signature: ____________________________

NOTE: Please be sure to sign the form and attach a blank, voided check and/or savings account deposit ticket to this form. Also, be sure to notify this office in writing immediately if you close your account and/or change banking institutions. We cannot update your information without your initiating the update.

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