Payroll: The first payroll after entering your direct deposit information to the computer system will be a "prenote" period. This allows your bank to have an opportunity to notify the University of Richmond should there be any problem with the routing number or account number that has been entered. No dollar amount is transmitted to the bank. Your first payroll check will always go through the prenote process, and you will receive an actual check for the first payroll after submitting the direct deposit form to us. Direct deposit will be effective with the second payroll after submitting this form.

I authorize the University of Richmond to credit automatically to the accounts stated below on this form. If funds to which I am not entitled are deposited to my accounts, I authorize the University of Richmond to direct the financial institutions involved to return said funds. This authority is to remain in effect until canceled in writing.

Policy-

- Attach a voided check to this form for each account.
- Your accounts remain active on the computer system until canceled in writing.
- Employees working under contracts should contact Payroll if they have changed banks during periods between employments at the University.
- Changes to Existing Direct Deposit: Any employee who already has direct deposit established should speak directly to Payroll or Accounts Payable personnel if changing banking institutions, account numbers, changing fixed dollar amounts, or closing an account.

Circle one of the following: PAYCHECK or *DIRECT DEPOSIT

Attach copy of voided check here:

*Direct Deposit funds will be available Tuesday after your payment is processed.