

Direct Deposit Authorization Form For Payments Processed by Accounts Payable and Payroll

Initial Request

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.

Accounts Payable: For expense reimbursements processed by Accounts Payable, your first reimbursement may or (may not) be direct deposited, depending upon the timing of Accounts Payable receiving your direct deposit authorization and your reimbursement request. If your reimbursement is direct deposited, you will receive an email notification from Accounts Payable. If your first reimbursement is not direct deposited, you will receive a check sent to your campus mail address.

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.

Please Print Name: <input style="width: 90%;" type="text"/>	UR ID #: <input style="width: 90%;" type="text"/>
Signature: <input style="width: 90%;" type="text"/>	Date: <input style="width: 90%;" type="text"/>

Employee's Status: Biweekly Paid Staff or Monthly Paid Staff/Faculty

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.

Accounts Payable: All reimbursement payments processed through the Accounts Payable Office will be directly deposited to your bank account. Please indicate the account to which the reimbursement should be deposited here:

Routing Number: Account Number:

Institution: Checking or Savings

Payroll: Funds are to be deposited to the following accounts. You may elect to have as many as three accounts
Primary Account (Net Amount)

Account Number One: *Checking* or *Savings* Banking Institution:

Secondary Accounts (Specified Fixed Amount)

Account Number Two: *Checking* or *Savings* Name of Banking Institution:

Dollar amount to be deposited to this account: \$

Account Number Three: *Checking* or *Savings* Name of Banking Institution:

Dollar amount to be deposited to this account: \$

*Please print out and return AP authorization to Accounts Payable, Maryland Hall G-13
Return Payroll authorization to Payroll, Maryland Hall G-12*