East Tennessee State University Authorization of Payment by Direct Deposit for Employees

NAME:		E#:	DATE:	
New Authorization (for new hires or re-hires only) – return with contract to Human Resources, Room 307 Burgin Dossett Hall		Change Authorization – return to Payroll Office, Room 3	Cancel Authorization (for FWS Students Only) - return to Payroll Office, Room 311 Burgin Dossett Hall	
Primary Account	Name of Bank	Routing Number	Account Number	Checking (check one)
Secondary Account	Name of Bank	Routing Number	Account Number Fixed Dollar Amount \$	Checking (check one) Savings
Reimbursement According to the section of the secti	ount Name of Bank form is not completed, any travel or expense rein	Routing Number	Account Number Primary Account.	Checking (check one)
Attach Voided Check Here - PLEASE USE TAPE. DO NOT STAPLE. I hereby authorize East Tennessee State University to direct the net amount and/or fixed dollar amount of my salary and wage payments, or other payments from ETSU to my bank account(s) as shown above, effective on the next payroll possible. A preprinted voided check is attached for verification purposes. I understand it is my responsibility to provide the Payroll Office with any changes regarding my checking account and a copy of a voided check. If a pre-printed voided check is not attached, I understand my payment may be delayed if funds are returned to ETSU due to an incorrect bank account or routing number. This authorization is not an assignment of my right to receive payments. I understand that this request may be changed by me upon proper execution of another authorization agreement. I also understand that this authorization may be terminated at any time by the University, or named financial institution. I authorize ETSU to initiate withdrawal transactions from my account in the event of an overpayment or erroneous deposit. Employees will receive an email to your ETSU email account with an attachement PDF copy of your direct deposit prior to each pay or reimbursement direct deposit on tor. Eurods are not available prior to the payroll date or reimbursement date. Deposites should appear on your monthly bank statement.				
Employee Signature		Date	Participation in direct deposit is a condition of Payments may be delayed if employee direct of provided when contract is signed. See Finance	deposit information is not

Note: Students who want to receive a direct deposit of their Financial Balance of Aid must also enroll in e-refunds through GoldLink. This form does not serve as enrollment for e-refund of Financial Aid balances. Rev. 0212