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 311 Burgin Dossett Hall

☐ 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 ☐ Savings ☐ (check one)

Secondary Account

_____ Name of Bank | _____ Routing Number | _____ Account Number | Checking ☐ Savings ☐ (check one)

Fixed Dollar Amount $ _____

Reimbursement Account

_____ Name of Bank | _____ Routing Number | _____ Account Number | Checking ☐ Savings ☐ (check one)

If this section of the form is not completed, any travel or expense reimbursements will be deposited into the Primary Account.

Attach Voided Check Here

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 payment and revokes all prior payment direction notifications applicable to these 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 attachment PDF copy of your direct deposit prior to each pay or reimbursement date. Funds will be deposited in your account on the payroll date or the date on your reimbursement direct deposit notice. Funds are not available prior to the payroll date or reimbursement date. Deposits should appear on your monthly bank statement.

_____ Employee Signature

_____ Date

Participation in direct deposit is a condition of employment at ETSU. Payments may be delayed if employee direct deposit information is not provided when contract is signed. See Financial Procedure 33.

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