



Authorization Agreement for Payroll Direct Deposit

I hereby authorize and request the University of Maine System, hereinafter called UNIVERSITY, to make payment of any amounts owing to me for payroll by initiating credit entries and adjusting entries to my account indicated below in the bank named below, hereinafter called BANK, and I authorize and request BANK to accept any credit entries and adjusting entries initiated by UNIVERSITY to such account and to credit the same to such account without responsibility for the correctness thereof:

Employee Name: (Please Print) _____

Pay Type: Biweekly Student Monthly **Employee ID #** _ _ _ _ _

#1 Bank Name: _____

Bank Address: (City) _____

(State/Zip) _____

Check One: START CHANGE

Effective Date _____

Type of Account:
(check only one) CHECKING SAVINGS

Account Number: _____

Amount to be deposited:
\$ _____ OR _____ % of net pay.

ATTACH VOIDED CHECK OR DEPOSIT SLIP

#2 Bank Name: _____

Bank Address: (City) _____

(State/Zip) _____

Check One: START CHANGE

Effective Date _____

Type of Account:
(check only one) CHECKING SAVINGS

Account Number: _____

Amount to be deposited:
\$ _____ OR _____ % of net pay.

ATTACH VOIDED CHECK OR DEPOSIT SLIP

It is understood that this agreement may be terminated or modified by me at any time by written notification to UNIVERSITY. Notice to BANK is not adequate and may not result in a change to agreement with UNIVERSITY. Any such modification to UNIVERSITY shall be effective only with respect to entries initiated by UNIVERSITY after receipt of such notification and a reasonable time to act on it.

EMPLOYEE SIGNATURE: _____ **DATE:** _____

NOTE: You may have up to four direct deposits. Use another form for additional deposits. If you are in a bargaining unit in which direct deposit is required, you must have a direct deposit for 100% of net pay.

TO BE COMPLETED BY THE PAYROLL OFFICE				
DED CODE	Trans Type (S or C)	Deduction Amount	BANK ROUTING NO.	ACCOUNT NUMBER
1. _ _ _ _	_____	\$ _____ % _____	_____	_____
2. _ _ _ _	_____	\$ _____ % _____	_____	_____