



# DIRECT DEPOSIT ELECTION FORM

## A. PERSONAL INFORMATION

Name \_\_\_\_\_ Local Phone \_\_\_\_\_  Admin/Professional  
 SS# \_\_\_\_\_ Work Phone \_\_\_\_\_  Faculty  
 Support Staff  
 Student

I authorize Xavier University to (check one):  
 START direct deposit of my paycheck as indicated below.  
 CHANGE direct deposit of my paycheck as indicated below.  
 CANCEL direct deposit of my paycheck.

*Processing of new elections  
or changes will  
require two payroll periods.*

## B. DIRECT DEPOSIT ELECTIONS

You may elect direct deposit to one or two accounts.

### ACCOUNT 1

Name of Institution \_\_\_\_\_  
 Type:  Checking Amount:  100%  
           You must attach a voided check below.  Specific dollar amount \$ \_\_\_\_\_  
 Savings  Other \_\_\_\_\_  
           You must contact your bank for its  
           ABA number and write it here \_\_\_\_\_

### ACCOUNT 2

Name of Institution \_\_\_\_\_  
 Type:  Checking Amount:  Remainder of net check  
           You must attach a voided check below.  Specific dollar amount \$ \_\_\_\_\_  
 Savings  Other \_\_\_\_\_  
           You must contact your bank for its  
           ABA number and write it here \_\_\_\_\_

## C. AUTHORIZATION

I hereby authorize Xavier University to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to the account(s) I have indicated above. This authority is to remain in full force and effect until Xavier University has received written notification from me of its termination in such time and in such manner as to afford Xavier University a reasonable opportunity to act on it.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CHECKING:** *Attach voided check here.*  
**SAVINGS:** *Attach pre-printed deposit slip here.*  
*Elections submitted without a check/deposit slip will not be processed.*