



# PAYROLL PAYMENT DESIGNATION FORM

Employees may designate payment by direct deposit or by Payroll Card. If no direct deposit information is provided, employees will be paid using a Payroll Card.

Name \_\_\_\_\_ Phone Number \_\_\_\_\_  Admin/Professional  
 Faculty  
 Banner ID or SS# \_\_\_\_\_ Xavier Email \_\_\_\_\_  Support Staff  
 Student

I designate payment by:

DIRECT DEPOSIT (Complete and sign below)  PAYROLL CARD (Sign below)

COMPLETE if Direct Deposit was selected:

Address where card should be mailed:

START  CHANGE

You may elect direct deposit for up to four accounts  
(use multiple forms if necessary).

### 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:  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 \_\_\_\_\_

### 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) or Payroll Card 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: Attached voided check here. Do not use a deposit slip.

SAVINGS: Attach pre-printed deposit slip here.

A letter from your bank or a copy of an account card can be substituted for the above.