

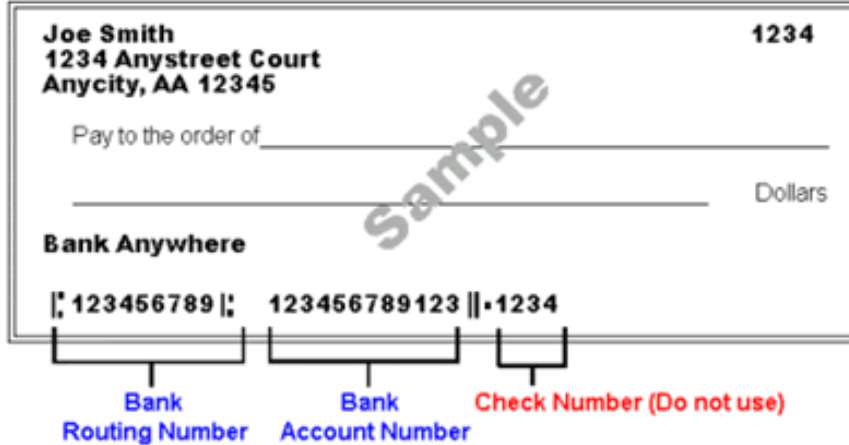
BAYLOR UNIVERSITY
REQUEST FOR DEPOSIT OF PAYROLL EARNINGS

Return to: **Payroll Office**
Robinson Tower 600

Your Name: _____

Your Baylor ID Number: _____

To enroll in direct deposit, complete this form and bring it (do not email it) to the Payroll Office. Have your Employee ID with you when you come. Attach a voided check for each account – **not a deposit slip**. Below is a sample check detailing where the information necessary to complete this form is found.



If a check is unavailable, please provide the following information of the financial Institution(s) to which your earnings will be deposited. For multiple deposits, you must designate a percentage (%) or dollar (\$) amount to be deposited.

Your Bank's Name: _____ % or Dollar Amt _____

Your Bank's City & State: _____

Routing Number: _____ Account Number: _____

Checking Savings

Your Bank's Name: _____ % or Dollar Amt _____

Your Bank's City & State: _____

Routing Number: _____ Account Number: _____

Checking Savings

I hereby authorize Baylor University to deposit my payroll earnings to the financial institution(s) indicated above. This will be accomplished by the way of transfer through the Federal Reserve System. Only on special occasions will this be done by U.S. Mail or courier.

I understand that notification of payment will be provided through Web for Employees.

It is my responsibility to contact the Payroll Office should any change be made to my account, or should I change banks.

Note to students: Direct deposit will not be permitted for Work Study and Graduate students until I-9 form has been completed.

Signature _____

Date _____

Paid: Students Monthly Faculty/Staff Biweekly Staff