

BAYLOR UNIVERSITY
REQUEST FOR DEPOSIT OF PAYROLL EARNINGS

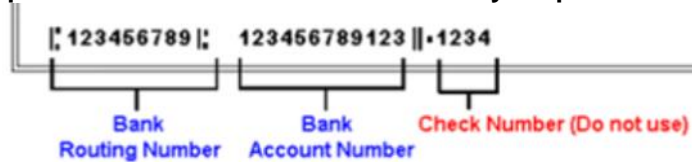
Return to:
Payroll Office
Robinson Tower Suite 600

Your Name: _____

Your Baylor ID Number: _____

Direct Deposit is Baylor's preferred means for payment of payroll earnings.
Enroll online via **BearWeb** (under the "Employee" tab) **or** complete this form and bring it to the Payroll Office.

Example of account information located on your personal check:



If a voided check is unavailable, please provide the financial institution(s) information for the account into which your earnings will be deposited. **NOTE: Your account number is not your debit card number. If you are uncertain of your account number, contact your bank.**

Your Bank's Name: _____ % or \$ amount _____
(If using only one account, choose 100%)

Your Bank's City & State (where you opened account): _____

Type of Account: Checking Savings

Routing Number: _____ Account Number: _____

If using multiple accounts, please enter additional account information below. One account must be designated for 100% (of the remaining funds.) If using more than 2 accounts, use an additional form.

Your Bank's Name: _____ 100% (of remaining amount)

Your Bank's City & State (where you opened account): _____

Type of Account: Checking Savings

Routing Number: _____ Account Number: _____

(If using more than two accounts, complete a second form.)

- I hereby authorize Baylor University to deposit my payroll earnings to the financial institution(s) indicated above by way of transfer through the Federal Reserve System.
- I understand that payment notification appears in **BearWeb** (Web for Employee) per the posted Payroll schedule, and it is my responsibility to contact the Payroll Office for any change in banks or account numbers.

Signature

Date

Select your classification below:

Students: Undergraduate Graduate Paid **Biweekly** Graduate Paid **Monthly**

Faculty or Staff: Paid Biweekly Paid Monthly