DIRECT DEPOSIT AUTHORIZATION FORM

Controller's Office | Payroll



SECTION I – Please Print	For further instructions and explan	ations, please refer to secon	nd sheet of this form.	
			2 IDN	
1. Name (First, MI, Last):			2. ID Number:	
3. Mailing Address:				
4. E-Mail:				
	(Electronic Notification will be	e sent to "pacific.edu"	address for AP payments)	
SECTION II - Primary Banking Inform	nation Payrol	1/Student Accou	unts/Reimbursements	
TYPE OF TRANSACTION:	TYPE OF ACCOUNT:		Routing Number (9 digits)	
☐ Start ☐ Change ☐ Cancel	☐ Checking	☐ Savings		
% or \$	Account Number		_	
FINANCIAL INSTITUTION	Account Number	CITY, STATE, ZIP (CODE	
Secondary Parking Information (to di	intuibute very may to mult	inle announts)		
Secondary Banking Information (to di	TYPE OF ACCOUNT:	ipie accounts)	Routing Number (9 digits)	
☐ Start ☐ Change ☐ Cancel	☐ Checking	☐ Savings	Routing Number (9 digits)	
		3		
% or \$	Account Number		-	
FINANCIAL INSTITUTION		CITY, STATE, ZIP (CODE	
TYPE OF TRANSACTION:	TYPE OF ACCOUNT:		Routing Number (9 digits)	
☐ Start ☐ Change ☐ Cancel		☐ Savings	Routing Pulmber (7 digits)	
% or \$				
	Account Number		-	
FINANCIAL INSTITUTION		CITY, STATE, ZIP (CODE	
NOTE: To indicate more than 3 accounts for Payroll please attach additional forms.				
Section III – Attachments				
STAPLE DOCUMENTATION VERIFYING ROUTING AND ACCOUNT NUMBERS FOR EACH BANK				
ACCOUNT. Examples are: voided personal check, print screens from on-line banking website, or official letter from				
bank on bank letterhead				
Additional Instructions:				
Section IV – W2 Electronic Consent				
☐ I hereby authorize the University of the	e Pacific (Pacific) to issue m	y annual wage and t	ax statement (W2) electronically. By checking this box	
and signing below I understand that my W2	will be available online. This	s authority is in effe	ect until I cancel it in writing OR until my employment	
with University of the Pacific terminates and	d I no longer have access to	insidePacific. To vi	ew your W2, please log on to insidePacific.	
Section V – Certification				
I hereby authorize the University of the Pacific (Pacific) to initiate credits (and/or corrections to the previous credits) to my account at the				
institutions listed above. This authority is in effect until I cancel it in writing giving Pacific reasonable opportunity to act on it, or upon				
termination of my employment and/or enro discrepancies. To view your paystubs, please		ity to inform Pacific	e of any changes in my banking information or of any	
Jour payotabo, picase	om to moder active.			
Employee/Student Signature		Phone Number (Ext.) Date	

Note to Processor: verify all information before accepting form, make sure form is signed and a phone number is listed. When setting up a new bank, please pre-note. Do Not Accept Deposit Slips in place of Personal Checks.

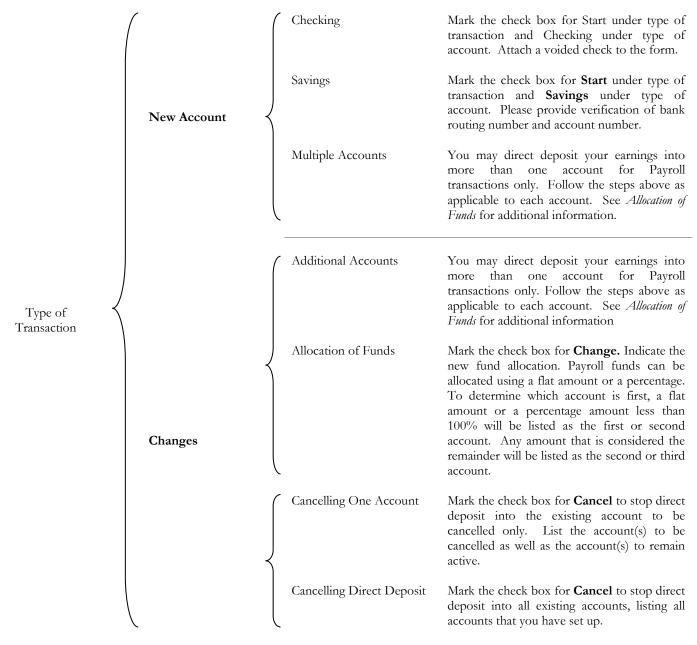
DIRECT DEPOSIT AUTHORIZATION FORM - INSTRUCTIONS

Controller's Office



Section I - Fill out the form with your Name, ID Number, Address and email.

Section II – Select the appropriate type of transaction below and follow the instructions.



Section III – Attach a voided check and include any additional instructions.

Section IV – Sign and date the bottom of the form and provide a phone number where you can be reached for further clarification, if needed.

<u>Payroll Transactions</u>: All Direct Deposits take a minimum of 2 pay periods to start. The first pay period is considered the Pre-notification which is the process for verifying the information provided on the direct deposit form with the bank(s) information. This information is sent with a \$0.00 amount. If the pre-notification is successful, then the Direct Deposit will be effective on the next payday. If the pre-note is not successful, we will recheck the information, and try again the following pay period.

Accounts Payable Transactions: All Direct Deposits take a minimum of 2 payments to start. The first payment is considered the Pre-notification which is the process for verifying the information provided on the direct deposit form with the bank(s) information. This information is sent with a \$0.00 amount. If the pre-notification is successful, then the Direct Deposit will be effective on the check run. If the pre-note is not successful, we will recheck the information, and try again the following check run.