UNIVERSITY OF LOUISIANA
MONROE

AUTHORIZATION FOR "ELECTRONIC DEPOSIT"

___ New Application for Electronic Deposit

___ Change of Account Number, same Bank

___ Change of Bank

I, _____, hereby authorize the University of Louisiana at Monroe to "Electronically Deposit" my funds on a date specified by the University to the bank of my choice. (Please circle applicable relationship to the university.) It is also understood that it is my sole responsibility to notify the University of my bank account information as well as any changes made to my bank account. In the event of an error in the credit entry, the correction of which requires that a reversing (debit) entry is made, I hereby authorize the Depository Institution to initiate such a debit entry in the amount of the error to my account.

Student, Faculty, or Staff Member Signature: _____ Date: ___ /___ /___

If a student, check if form is for _____ Payroll or _____ Student Refunds

Campus-Wide ID Number (CWID): _____

Campus Extension or Other Contact Number: _____

Attach Voided Check to Verify Bank Information and Complete the Following

Financial Institution Name: _____

Financial Institution ABA (Routing) Number: _____

Account Number: ☐ **Checking** ☐ **Savings** _____

Is this a second direct deposit account? ☐ **Yes** ☐ **No**

If yes, specify amount to be deposited to this account per pay period: _____

*****IMPORTANT*****

After the authorization of direct deposit is returned to Payroll, one payroll cycle will be required for your information to be verified by your financial institution. *YOU WILL RECEIVE ONE MORE PAPER CHECK DURING THIS PROCESS.* Your payroll stub will have the amount deposited into your account listed as a deduction.

After the authorization of direct deposit is returned to Student Accounts, two refund cycles will be required for your information to be verified by your financial institution. You may receive one paper check during this process. The amount deposited into your account will be listed on your student account (access through Banner).