

AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT OF PAYCHECK

1. Read and fill-in the following Authorization Agreement.
2. The bank you specify must be a member of an Automated Clearing House. Contact your bank to obtain their Bank Code.
3. Determine where you want your paycheck deposited. You may have it deposited in any of your existing savings or checking accounts.
4. Provide details concerning your existing bank account.
5. For an existing checking account: Attach an unsigned personal check with the word "VOID" written across the face of it. Do not sign the check.
6. Return the completed Authorization Agreement directly to the Payroll Office (SJU Annex, Suite 21).

Please sign me up for Direct Deposit of my Paycheck. I authorize my employer to deposit my paycheck each pay day directly into the account named below. This authority will remain in force until I have given written notice that I have terminated it or until my employer has notified me that this deposit service has been terminated. I understand that I must give advance notice to allow reasonable time for my instructions to be executed. If ever an incorrect amount should be entered into my account, I authorize St. John's University to make the appropriate adjustment to my bank account or to deduct any overpayment from my pay

Please print:	
Name _____	Social Security # _____
Title _____	Dept. _____ Ext. _____
Address _____	City _____
State _____	Zip code _____
Each payday, please deposit the following into the bank account listed below ¹	
<input type="checkbox"/> Entire paycheck amount or \$ _____ Amount	
Bank code : _____ :	Bank Name _____
<small>Your bank's code (ABA number) appears at the bottom of your check between the marks indicated.</small>	
Account # _____	<input type="checkbox"/> Checking <input type="checkbox"/> Money Mkt. <input type="checkbox"/> Savings
Branch Address _____	

Signature _____	Date _____

¹ Complete a separate Agreement Authorization for each bank account (max. of 2).
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