**STUDENT DIRECT DEPOSIT INFORMATION**

**[ ]** Change

It is the policy of Anderson University to disperse payroll funds and other

types of university payments or reimbursements for all employees

using direct deposit or Electronic Funds Transfer (EFT). Please provide

the requested information to facilitate Direct Deposit of these payments.

Please also attach a voided check and return with this form to

Human Resources, Decker Hall, Room 11.

ID number       NAME

 Please make deposits as follows:

 Bank Name:

 Bank Routing Number:

(9 Digit Routing Number)

 Bank Account Number:

 Type of Account: (check one) [ ]  (checking) [ ]  (savings)

I hereby authorize Anderson University to initiate credit payments

(and if necessary, debit entries for reversal or adjustment, for any

credit entries created in error) to my account at the above named

depository, hereinafter called DEPOSITORY.

I hereby accept responsibility to notify Anderson University of any

changes in the depository or account number in a timely manner. I

also agree to notify Anderson University in the event of an error in

this payment and assist them in resolving it.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date

HR office Use: Entered\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Scanned\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If change in EFT: Emailed to Business Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_