

DIRECT DEPOSIT ELECTION FORM

Change

Anderson University disperses employee payroll funds, university payments and reimbursements via direct deposit or Electronic Funds Transfer (EFT). Employees may elect to have payroll funds distributed between three separate accounts. **Account 1 is the primary account and remaining balance of net pay deposited after deduction from Accounts 2 and 3. Deposit amounts and/or accounts may be changed a maximum of three times during the calendar year.** Changes must be made by the 10th of the month. Payments/reimbursements processed through Human Resources will be split into each account listed. Payments/reimbursements processed through the Business Office will be deposited only to the Primary Account listed below.

INSTRUCTIONS: Provide the requested information for each account to which you wish payroll funds to be dispersed. If you choose only one account, complete **Account 1** information only. For each account elected, please attach account verification information such as a voided check. Return the completed form to Human Resources, Decker Hall Room 10; direct questions to Payroll & Benefits Specialist at (765) 641-4130.

Name (Print) _____ AU ID# _____

Account 1/Primary Account	
Bank Name: _____	
Bank Routing Number: _____	
Bank Account Number: _____	Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings
Deposit Amount: <input type="checkbox"/> 100% of payroll OR <input type="checkbox"/> Balance after Acct. 2 & 3	<input type="text"/> <input type="text"/> . <input type="text"/> %*
*Total % of all accounts elected must equal 100% of net pay.	

Account 2	
Bank Name: _____	
Bank Routing Number: _____	
Bank Account Number: _____	Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings
Deposit Amount: _____	<input type="text"/> <input type="text"/> . <input type="text"/> %*
*Total % of all accounts elected must equal 100% of net pay.	

Account 3	
Bank Name: _____	
Bank Routing Number: _____	
Bank Account Number: _____	Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings
Deposit Amount: _____	<input type="text"/> <input type="text"/> . <input type="text"/> %*
*Total % of all accounts elected must equal 100% of net pay.	

I authorize Anderson University to initiate credit payments (and if necessary, debit entries for reversal or adjustment, for any credit entries created in error or if zero net balance occurs) to my account at the above named depository, hereinafter called DEPOSITORY. Further, I accept responsibility for notifying 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: _____

Entered by _____ Date _____ Scanned by _____ Date _____