Authorization Agreement for Payroll Direct Deposit

I hereby authorize and request the University of Maine System, hereinafter called UNIVERSITY, to make payment of any amounts owing to me for payroll by initiating credit entries and adjusting entries to my account indicated below in the bank named below, hereinafter called BANK, and I authorize and request BANK to accept any credit entries and adjusting entries initiated by UNIVERSITY to such account and to credit the same to such account without responsibility for the correctness thereof:

Employee Name: (Please Print) _____ **Best Contact #:** _____

Pay Type: ❑ Biweekly ❑ Student ❑ Monthly **Employee ID #** ___ ___ ___ ___ ___ ___ ___

#1 Bank Name: _____

Bank Address: (City) _____

(State/Zip) _____

Check One: ❑ START ❑ CHANGE

Effective Date _____

Type of Account:
(check only one) ❑ CHECKING ❑ SAVINGS

Account Number: _____

Amount to be deposited:

$ _____ OR _____% of net pay.

ATTACH VOIDED CHECK

#2 Bank Name: _____

Bank Address: (City) _____

(State/Zip) _____

Check One: ❑ START ❑ CHANGE

Effective Date _____

Type of Account:
(check only one) ❑ CHECKING ❑ SAVINGS

Account Number: _____

Amount to be deposited:

$ _____ OR _____% of net pay.

ATTACH VOIDED CHECK

NOTE: You may have up to four direct deposits. Use another form for additional deposits. If you are in a bargaining unit in which direct deposit is required, you must have a direct deposit for 100% of net pay.

Statements may be viewed and printed by using MaineStreet Employee Self Service. To view your check online, log on to MaineStreet. From the Menu on the left-hand side of the screen, select the following: (1) Employee Self-Service; (2) Time Reporting; (3) Payroll and Compensation; (4) View Paycheck.

Direct Deposits are subject to a pre-notification process to verify account accuracy which may take up to 2 weeks after data entry for this process to complete. Any pay issued in the interim may be issued as a check.

It is understood that this agreement may be terminated or modified by me at any time by written notification to UNIVERSITY or by my online modifications via MaineStreet Self-Service. Notice to BANK is not adequate and may not result in a change to agreement with UNIVERSITY. Any such modification to UNIVERSITY shall be effective only with respect to entries initiated by UNIVERSITY after receipt of such notification and a reasonable time to act on it.

EMPLOYEE SIGNATURE: _____ **DATE**: _____

TO BE COMPLETED BY THE PAYROLL OFFICE

	DED CODE	Trans Type (S or C)	Deduction Amount	BANK ROUTING NO.	ACCOUNT NUMBER
1.	__ __ __	_____	$ _____ % _____	__ __ __ __ __ __ __ __ __	_____
2.	__ __ __	_____	$ _____ % _____	__ __ __ __ __ __ __ __ __	_____