



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:

Employee Name: (Please Type) _____	Best Telephone# _____
Pay Type: <input type="checkbox"/> Biweekly <input type="checkbox"/> Monthly <input type="checkbox"/> Student	Employee ID# _____

#1 Bank Name _____

Bank Address (City) _____

(State/Zip) _____

Check One START CHANGE

Effective Date _____

Type of Account

(check only one) CHECKING SAVINGS

Bank Routing # _____

Account # _____

Amount to be deposited:

\$ _____ OR _____ % of Net Pay

Second account is optional

#2 Bank Name _____

Bank Address (City) _____

(State/Zip) _____

Check One START CHANGE

Effective Date _____

Type of Account

(check only one) CHECKING SAVINGS

Bank Routing # _____

Account # _____

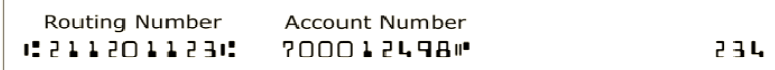
Amount to be deposited:

\$ _____ OR _____ % of Net Pay

Your account number is not the 16 digit number on your Debit/ATM card. Attach a voided check or bank's form letter sharing bank's name & routing number, your name, account number & account type (checking/savings)

NOTE: Employees using direct deposit must have a direct deposit for 100% of net pay. You may set up additional accounts via MaineStreet Employee Self Service following: (1) Employee Self-Service; (2) Payroll and Compensation; (3) Direct Deposit.

Finding Your Routing and Account Numbers:



Both the routing and account number are printed on the lower edge of paper checks as shown above.

Pay Statements will not be printed. Statements can be viewed online using MaineStreet Employee Self Service. From the Menu on the left-hand side of the screen, select the following: (1) Employee Self-Service; (2) Payroll and Compensation; (3) View Paycheck.

Direct Deposits require a pre-notification process with your bank to verify account accuracy. This 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 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:** _____