



## Direct Deposit Authorization Form For Payroll and Accounts Payable Check Deposit

\*\* For fastest service, submit online using Self Service \*\*

**Students:** [www.princeton.edu/SCORE](http://www.princeton.edu/SCORE)


**Staff:** [www.princeton.edu/selfservice](http://www.princeton.edu/selfservice)

**To Complete Manually:**

1. Fill in all information.
2. Attach a voided check or a statement from your bank indicating the transit routing and account numbers.
3. Sign and send the form via Campus Mail to Payroll Office 5 New South. If a joint account then signature of joint account holder (all individuals able to draw on the account) is also required.

**Important Reminders:**

1. Deposits are credited to your account on the date that the salary payments are due (payday).
2. Requests to terminate a direct deposit will be effective on the first payroll date following receipt of this form.
3. Failure to notify Payroll of changed or closed accounts may substantially delay the receipt of payments.

Employee / Student ID Number: _____  Univ. Ext: _____  Name: _____  <b><u>Check one:</u></b>  <input type="checkbox"/> New Direct Deposit election <input type="checkbox"/> Change Financial Institution and / or account number <input type="checkbox"/> Terminate existing Direct Deposit election (no new election)  <b><u>Account Information</u></b>  Transit Routing Number: (9 digits) <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td> </tr> </table> Account Number: (max 17 digits) <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td> </tr> </table>																												<b>University Status:</b> <div style="border: 1px solid black; padding: 5px;"> <input type="checkbox"/> Monthly Paid Employee  <input type="checkbox"/> Bi-Weekly Paid Employee  <input type="checkbox"/> Graduate Student  <input type="checkbox"/> Undergraduate Student         </div>  <b>Account Type:</b> <div style="border: 1px solid black; padding: 5px;"> <input type="checkbox"/> Checking  <input type="checkbox"/> Savings         </div>  <div style="border: 1px solid black; padding: 5px; text-align: center;">           Routing Number      Account Number       </div>

I hereby request that, until further written notice is filed with Princeton University, 100% of my net pay be deposited into my/our account as designated above.

To correct any overpayments made to my account by Princeton University in error, I/we hereby authorize Princeton University to direct the bank designated herein to debit my/our account for the amount of the overpayment. It is understood that Princeton University will notify me/us when this situation occurs.

Employee's / Student's Signatures	Date	Joint Account Holder's Signatures	Date
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