

# TEXAS TECH

Payroll Department, Box 41092, Lubbock, TX 79409-1092 (806) 742-3211

## DIRECT DEPOSIT AUTHORIZATION FORM

INSTRUCTIONS FOR DIRECT DEPOSIT AUTHORIZATION FORM – Please type or print in ink.

- Check Transaction type and complete designated section.
- Alterations must be initialed.
- Make a copy for yourself, before you submit this Form.
- For further instructions, see page 2.

### TRANSACTION TYPE

**New Setup** (Complete Sections 1, 2, and 3)  
**Change** (Complete Sections 1, 2, and 3)  
**Cancellation** (Complete Sections 1 and 3)

### PAYROLL OFFICE USE ONLY

Date Received .....  
Effective Date .....

### SECTION 1 – EMPLOYEE INFORMATION

Employee SSN .....	Entity .....	TTU .....	HSC .....
Last Name .....	First Name .....	Middle Initial .....	
Home Address .....	City .....	State .....	Zip .....

### SECTION 2 – EMPLOYEE'S BANK OR CREDIT UNION INFORMATION

Name of Bank or Credit Union .....			
Attach voided check (deposit slip is not acceptable)			
Address .....			
City .....	State .....	Zip .....	Phone .....
Routing Transit Number .....	Type of Account .....	Checking .....	Savings .....
Customer Account Number .....			

### SECTION 3 – EMPLOYEE CONSENT AND AUTHORIZATION

I hereby authorize Texas Tech University and Texas Tech University Health Sciences Center, herein after referred to as Texas Tech, to deposit by Electronic Transfer payments owed to me by Texas Tech and, if necessary, debit entries and adjustments for any amounts deposited electronically in error. Texas Tech shall deposit the payments in the Financial Institution and account designated above. I recognize that if I fail to provide complete and accurate information on this authorization form, the processing of the form may be delayed or my payments may be erroneously transferred electronically.

I consent to and agree to comply with the National Automated Clearing House Association Rules and Regulations and Texas Tech's rules about electronic transfers as they exist on the date of my signature on this form or as subsequently adopted, or amended, or repealed.

Employee Signature ..... Date .....

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### INSTRUCTIONS

**NEW SETUP** Place an X beside the **New Setup** transaction and complete all of Sections 1, 2, and 3. A voided check, *not a deposit slip, must be attached. Submit this form to the Payroll Department. Refer to the **Form Deadlines** section to determine the effective date of this request for Direct Deposit.*

**CHANGES** Place an X beside the **Change** transaction, and complete all of Sections 1, 2, and 3 to make a change to your Account Number, Type, or Financial Institution. A voided check must be attached. Refer to the **Form Deadlines** section below to determine when your changes will be in effect.

**CANCELLATION** Place an X beside the **Cancellation** transaction and complete Sections 1 and 3. Refer to the **Form Deadlines** section below to determine when your cancellation will be effective.

**FORM DEADLINES** **The Payroll Department requires a reasonable period of time to process this form. Please pay close attention to the following information in determining when your change will be effective:**

**Monthly Payday** If you are paid once a month, your payday is the first working day of the following month.

Your authorization form must be returned to the payroll department by the first day of the month in order for your next check to be direct deposited into your account. For example, we must receive your completed authorization form by February 1st in order for your March 1st check to be direct deposited into your account. **The same deadline applies for cancellations and changes.**

**Bi-Weekly Payday** If you are paid hourly, your payday is every other Wednesday.

Your completed authorization form must be returned to the payroll department by Monday the week before in order to have your next check direct deposited. For example, if you want your direct deposit effective on Wednesday, July 1<sup>st</sup>, your form must be returned to the payroll department no later than Monday, June 22<sup>nd</sup>. **The same deadline applies for cancellations and changes.**

- **Once your direct deposit is in effect, your Earnings Statements will be mailed to you at your departmental address, unless you elect web-only Statements.**
- **The Employee is responsible for reporting cancellations or changes to the Payroll Department in a timely manner.**
- **If you are returning to employment after a separation from Texas Tech, check with the Payroll Department to determine whether your prior Direct Deposit Authorization is still in effect.**