

TEXAS TECH DIRECT DEPOSIT AUTHORIZATION FORM

PAYROLL USE ONLY	Effective Date: _____	Entered: _____
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Employee ID: <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">R</td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> </tr> </table>	R										Employee Type: _____
R											
Last Name: _____	First Name: _____	Middle Initial: _____									
Department: _____	Work Phone: _____	MailStop: _____									

Account 1	<input type="checkbox"/> New Setup	<input type="checkbox"/> Change	<input type="checkbox"/> Cancellation
Bank Routing Number: _____	Account Number: _____	Account Type: _____	
<input type="checkbox"/> Remaining Amount	Amount or Percent: _____		

Account 2	<input type="checkbox"/> New Setup	<input type="checkbox"/> Change	<input type="checkbox"/> Cancellation
Bank Routing Number: _____	Account Number: _____	Account Type: _____	
<input type="checkbox"/> Remaining Amount	Amount or Percent: _____		

Account 3	<input type="checkbox"/> New Setup	<input type="checkbox"/> Change	<input type="checkbox"/> Cancellation
Bank Routing Number: _____	Account Number: _____	Account Type: _____	
<input type="checkbox"/> Remaining Amount	Amount or Percent: _____		

New Direct Deposit Authorization

I authorize Texas Tech University, Texas Tech Health Science Center and Texas Tech System (Texas Tech) and my financial institution to automatically deposit my net payroll via electronic transfer. If pay or reimbursements to which I am not entitled are deposited to my account, my employer may direct my financial institution to return said funds. Should my account be closed or contain insufficient funds to allow for a deduction of the amount deposited, Texas Tech may withhold any portion of my pay until such amount is repaid. If I am no longer employed by Texas Tech and my account is closed or contains insufficient funds for this deduction, I agree to repay any amount paid to me within two (2) weeks of written notification from Texas Tech that an error was made.

NOTE: Payroll needs advance notice of cancellation or change in your bank accounts to ensure your check does not go to the wrong bank or wrong account.

New, Change of Financial Institution, Change Account Number or Cancellation for Monthly Exempt and Semi Monthly Non Exempt: You may receive a paper check for up to two (2) pay period during "Pre-Note" Status. Payroll Services is required to send one test run as a pre-note status to your new financial institution before the first actual direct deposit takes place.

ACCOUNT CANCELLATION: Cancellation notice should be received in Payroll Services Ten (10) business days before pay day for account

IMPORTANT NOTICE: PLEASE ATTACH VOIDED CHECK FOR VERIFICATION of ACCOUNT NUMBER & ROUTING NUMBER

Signature: _____ Date: _____

(Return this form to Payroll Services, Room 170, Doak Conference Center or MS 1092 or Fax to 806-742-1589 or e-mail to webmaster.payroll@ttu.edu)