

## Direct Deposit Authorization Form

This form is used to start, change, or stop direct deposit for payments received by you from Florida A&M University. Employees are limited to three direct deposit accounts. If you choose to have more than one account, you are required to complete this form for each account. Direct deposit can be managed by the employee through Self Service in the PeopleSoft (iRattler) system or by completing this form and submitting it to the Office of Human Resources. This form must be completed in its entirety and signed in order to be processed.

Employee ID or SSN <input style="width: 90%;" type="text"/>	Employee Full Name <input style="width: 90%;" type="text"/>
Date of Birth <input style="width: 90%;" type="text"/>	Phone Number <input style="width: 90%;" type="text"/>
<b>Select Action Type</b>	
Direct Deposit Action <i>(Select Start, Stop, or Change)</i> <input style="width: 90%;" type="text"/>	Account Type <i>(Select Checking or Savings)</i> <input style="width: 90%;" type="text"/>
Distribution Type <i>(Select Amount, Balance, or Percent)</i> <input style="width: 90%;" type="text"/>	Amount/Percent <i>(Flat dollar amount or Percentage amount)</i> <input style="width: 90%;" type="text"/>
ACH Routing Number <input style="width: 90%;" type="text"/>	Account Number <input style="width: 90%;" type="text"/>

Please attach a voided check with your name printed on it. In lieu of a check, you may submit a bank issued or financial institution direct deposit form or written statement. Please do not provide a deposit slip as the routing number differs from the direct deposit routing number.

### Agreement

I, the undersigned, hereby authorize and request Florida A&M University to initiate credit entries and, if necessary, a debit entry in accordance with NACHA rules reversing a credit entry made in error, to my account at the named financial institution. This direct deposit authorization will remain in effect until withdrawn by: (a) me, either in writing by submitting this form requesting a change; (b) my death or legal incapacity; (c) the financial institution; or (d) Florida A&M University. Direct deposit data is inactivated one year after separation of employment. Please make sure your direct deposit has stopped before closing your account. Otherwise, the funds will be returned to Florida A&M University and may cause a seven to ten day delay in receiving your funds. Florida A&M University is not liable for any incorrect information submitted by the employee on this form (e.g.: account number, employee identification number etc.). It is the employee's responsibility to verify the deposit of his/her salary/wages prior to writing checks on accounts. My signature below signifies acceptance of the terms and conditions stated herein.

Signature \_\_\_\_\_ Date \_\_\_\_\_

