

Seattle University  
**Direct Deposit Enrollment Form**

**Employee Name:** \_\_\_\_\_ **Seattle U ID:** \_\_\_\_\_

**Work Phone Nr.:** \_\_\_\_\_ **Cell Phone Nr.:** \_\_\_\_\_

**Direct Deposit #1**

Financial Institution _____	Checking <input type="checkbox"/>	Savings <input type="checkbox"/>
ABA # (Routing #) _____	Account # _____	
Fixed Dollar Amount (for account #1) \$ _____	<input type="checkbox"/> <b>OR</b> Entire Paycheck (For One Account)	

**Direct Deposit #2**

Financial Institution _____	Checking <input type="checkbox"/>	Savings <input type="checkbox"/>
ABA # (Routing #) _____	Account # _____	
Fixed Dollar Amount (for account #2) \$ _____		

**Direct Deposit #3**

Financial Institution _____	Checking <input type="checkbox"/>	Savings <input type="checkbox"/>
ABA # (Routing #) _____	Account # _____	
<input type="checkbox"/> Remainder Account (The Balance Left after Subtracting the Amounts from DD#1 and/or DD#2)		

Cancel my direct deposit(s)

I hereby authorize Seattle University to initiate automatic deposits to my account at the financial institution(s) named above. I also authorize Seattle University to make necessary debit entries and adjustments from the above accounts to correct errors to my accounts.

I agree not to hold Seattle University responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

This agreement will remain in effect until Seattle University receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit form to the Payroll Office.

I understand and approve the authorization(s) or cancellation(s) as indicated above.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Attach a voided check(s) for checking accounts or a letter from the financial institutions confirming the routing number and the account number for checking or savings account(s).
<b>For Payroll Use Only:</b> Payroll Effective Date: _____