



# Direct Deposit Request Form

**University policy**

All faculty, staff and students of Drury University will receive payment through direct deposit. The university will deposit your earnings into any bank, credit union or savings and loan of your choice. To participate in direct deposit, read and sign the direct deposit authorization statement and attach a canceled check to the bottom portion of this form.

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Employee ID \_\_\_\_\_

Date you want this to take effect:  Immediately  A future date of \_\_\_\_\_

Action:  New (if starting)  Change (different account)  Delete (if stopping)

**Direct deposit authorization**

I understand the first paycheck will be a pre-note to the bank and will not be automatically deposited into my account. I understand the first paycheck will be a regular paycheck and the second paycheck will automatically be deposited into the account listed below. This authorization will continue for the duration of my employment or until the payroll office receives a signed request to change or discontinue my participation. The receipt of my pay stub will be my official notification that the transfer of funds from Drury University to my account has occurred. I understand when I make alterations to my bank account I must inform the payroll office a month in advance and provide a new direct deposit request form. Drury University assumes no responsibility for errors or delays by a financial institution in crediting accounts or for my failure to notify the payroll office that my account has been closed.

I have read this authorization and direct Drury University to start, change or stop direct deposit of my pay as indicated above.

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

For a checking account, attach a voided check.  
For a savings account, attach evidence of your account number and routing number for that financial institution.

Please return to:  
Drury University  
Human Resources  
900 North Benton  
Springfield, Missouri 65802