

# HOLY FAMILY UNIVERSITY

## DIRECT DEPOSIT FORM

To set up a direct deposit you must:

- Have the account(s) currently open at your bank
- Verify your bank's transit routing number and your account number
- **Attach a copy or voided check if you are depositing into checking**
- **Attach a personalized deposit slip if you are depositing into savings**

My signature below authorizes Holy Family University to initiate entries to my account (s) at the financial institution indicated below.

I understand my direct deposit will continue until a **written** request is received to cancel. I understand it is my responsibility to maintain the below designated account(s) to prevent rejected deposits. I understand enrollment, changes and cancellations to my direct deposit account require a minimum of one (1) pay period to process.

Employee Name (Please print)	Social Security No.
Bank Name and Location	Date
Employee Signature	Daytime phone number

ACCOUNT	ACCT TYPE	ACCOUNT #	TRANSIT # (9 DIGITS)	FULL/ NET	AMOUNT
PRIMARY ACCOUNT	CIRCLE S OR C **			NET ONLY	N/A
SECOND ACCOUNT	S OR C			N/A	
THIRD ACCOUNT	S OR C			N/A	

\*\* S = Savings C = Checking (Circle C if depositing to a money market account.)

**There will be a pre-notification period consisting of one (1) pay period. During this pre-notification period you will receive an actual check.**

Please sign and date this completed form and return it to the Human Resources/Payroll Department (Room 209 of Holy Family Hall). Please feel free to contact extension 3270 with any questions you may have. **A copy of a voided check or deposit slip (only if a savings acct) must accompany this form.**