

# Fordham University Payroll Direct Deposit Form



**Please return completed form to Payroll Department, Faculty Memorial Hall (FMH) Rm 519B.**

**Instructions:** Please staple a voided check from your checking account and/or transcript from your bank with your savings account information. The transcript will provide information required to set up direct deposit transactions. Unfortunately we are unable to process forms with missing required information. Employees receiving direct deposit will view their pay stub advice through My Information; located under the Employee tab on My.Fordham.edu. **If you wish to opt out of receiving electronic advices and prefer to receive a paper stub, please visit the AccessHR channel on the University portal and select the opt** For certified printed copies of pay advices please e-mail payrollinfo@fordham.edu.

**An employee selecting Direct Deposit must maintain one active account at 100% at all times. Employees are not allowed to have a "live check and direct deposit" in the same pay period.**

**Please check one of the boxes listed below:**

- Start Direct Deposit    
  Stop Direct Deposit    
  Change Bank(s)    
  Change Account(s)

**All fields are required**

Employee Name:

Fordham ID No:

Email:

Contact Number:

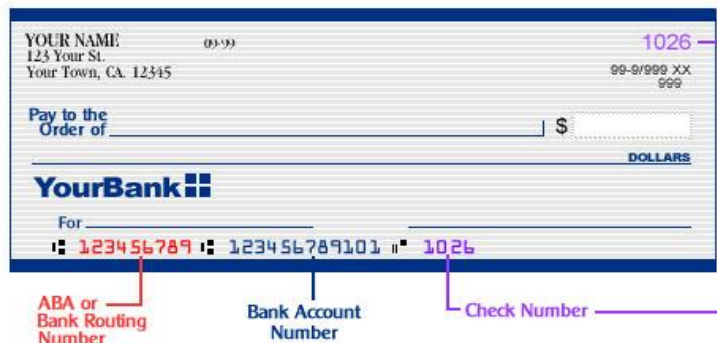
**Checking Account Information** *Employees are eligible to have up to two checking accounts*

Bank Name 1	<input type="text"/>	Bank Name 2	<input type="text"/>
Routing No. 1	<input type="text"/>	Routing No. 2	<input type="text"/>
Account No. 1	<input type="text"/>	Account No. 2	<input type="text"/>
Percentage to be Deposited:	<input type="text"/>	Percentage to be Deposited:	<input type="text"/>

**Savings Account Information** *Employees are eligible to have up to two savings accounts*

Bank Name 1	<input type="text"/>	Bank Name 2	<input type="text"/>
Routing No. 1	<input type="text"/>	Routing No. 2	<input type="text"/>
Account No. 1	<input type="text"/>	Account No. 2	<input type="text"/>
Percentage to be Deposited:	<input type="text"/>	Percentage to be Deposited:	<input type="text"/>

**Attach Voided Check or Bank Transcript Here**



I hereby authorize Fordham University to automatically deposit my net pay to my account(s) as indicated above on each regular payday. If funds to which I am not entitled are deposited, I authorize my bank to honor my employer's instructions to refund any amount it has deposited to my account. This authorization will remain in effect until I have cancelled it in writing. **I understand that this request will take approximately 2 pay periods from the date of receipt by the Fordham University Payroll Department. Upon termination of employment with the University, all direct deposits will cease and future payments will be in**

Employee Signature:  Date:

**To be completed by Payroll Department Only:**

Verified By: \_\_\_\_\_ Date: \_\_\_\_\_  
*Payroll Signature*