



JAMES MADISON UNIVERSITY EMPLOYEE DIRECT DEPOSIT AUTHORIZATION

I agree as a condition of employment, to have James Madison University (JMU) deposit my net pay each pay date directly to my bank/credit union account(s) at the bank/credit union(s) listed below. Payment Card Accounts are not acceptable. I agree to notify my employer immediately of any changes to the information so that my pay may be properly distributed.

Please attach a voided check or documentation from the bank/credit union for each account and return completed, signed form to Payroll Services at MSC 5706.
***If checks are unavailable, documentation is easily obtained by your bank verifying your routing & account numbers.**

Account No. 1 - Net Pay (Required)

<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	Select one: <input type="checkbox"/> Checking <input type="checkbox"/> Savings
Name of Bank/Credit Union	Routing/Transit Number	Account Number	

Account No. 2 - Fixed Account (Optional)

<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	Select one: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	<input style="width: 95%;" type="text"/>
Name of Bank/Credit Union	Routing/Transit Number	Account Number		Amount or %

Account No. 3 - Fixed Account (Optional)

<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	Select one: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	<input style="width: 95%;" type="text"/>
Name of Bank/Credit Union	Routing/Transit Number	Account Number		Amount or %

Account No. 4 - Fixed Account (Optional)

<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	Select one: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	<input style="width: 95%;" type="text"/>
Name of Bank/Credit Union	Routing/Transit Number	Account Number		Amount or %

** I understand that James Madison University (JMU) may authorize my financial institution to debit my account for any deposits that are not for the correct amount due to me. In the event that my financial institution is not able to deposit funds into my account due to an action I take, I understand that I am responsible for all associated bank fees, and that JMU cannot issue funds to me until the funds are returned to JMU by my financial institution.*

Printed Name	Department	Phone Number
Employee's Full Signature	Date	SSN or Employee ID # (NOT Student ID)

FULL TIME FACULTY AND STAFF ONLY

Non-payroll related reimbursement payments (i.e.: travel, business expenditures)

Payroll Net Account No. 1 listed above (Default account) OR

Other: Checking Savings

Name of Bank/Credit Union Routing/Transit Number Account Number

YOU MAY HAVE UP TO 4 DIRECT DEPOSIT BANK/CREDIT UNION ACCOUNTS