



# COMPTROLLER'S OFFICE

ALABAMA A&M UNIVERSITY | Business Office

## Direct Deposit Enrollment Form

**REQUIRED:** To ensure the account information provided is valid, please attach a voided check or a direct deposit authorization form from your financial institution with account, account type, and routing information.

Request Type:    ☐ New    ☐ Change    ☐ Termination

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Banner ID: \_\_\_\_\_ Last four digits of SSN (for new employees): \_\_\_\_\_

### Authorization Agreement

I hereby authorize Alabama Agricultural and Mechanical University to direct deposit all my payments to my financial institution(s) listed below until I terminate this agreement in writing. A terminated or new agreement shall become effective within the next two pay periods following receipt of this form.

In the event that funds are erroneously deposited into my account(s), I authorize Alabama Agricultural and Mechanical University or the depository institution to debit my account(s) for the purpose of correcting the error.

I acknowledge that:

- (1) It is my responsibility to verify my account balance prior to making disbursements or withdrawals.
- (2) Alabama A&M University assumes no liability for bank errors, bank fees, or overdrafts.
- (3) Deposit rejections will not be reprocessed until funds have been redeposited into the University's account.
- (4) A new authorization must be completed when changing accounts or financial institutions, or when closing an account.
- (5) If I have not provided a voided check or direct deposit authorization form from my financial institution, I take full responsibility for delays and/or charges to my account that may be the result of providing incorrect information.**

I certify that the information provided on this form is correct and that I am authorized to execute this document.

### Account Information

Please deposit the indicated percentage of my check into one of the following and the remainder into the other account.

**\*\*\* Splitting direct deposits is only available for PAYROLL. If more than one account is listed below, all non-payroll deposits will be made into the first account listed below. \*\*\***

Account #1 - Percentage \_\_\_\_\_ Account Type    ☐ Checking    ☐ Savings

**Check here if you are only changing the percentage**

Bank/Financial Institution: \_\_\_\_\_

Routing Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

Account #2 - Percentage \_\_\_\_\_ Account Type    ☐ Checking    ☐ Savings

**Check here if you are only changing the percentage**

Bank/Financial Institution: \_\_\_\_\_

Routing Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

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