

UNIVERSITY OF NEBRASKA MULTIPLE DIRECT DEPOSIT FORM

Please PRINT or TYPE

Employee Name	Last Name _____ First name _____ MI _____			Personnel # _____
Campus Work Address	Location _____			Work Phone _____
Home Dept Name	_____			Check Payroll Type: <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Monthly

PAYROLL DIRECT DEPOSIT OPTION(S)

You MUST ATTACH a preprinted original or photocopy of a blank check, OR a voided check, OR top of a financial statement showing a preprinted account number for EACH option selected below

Option 1	Add		PRIMARY Financial Institution Name _____ Route Transit # _____ Account Number _____ Checking <input type="checkbox"/> Savings <input type="checkbox"/>
	Change		
	Cancel		
			NET PAY WILL BE DEPOSITED TO PRIMARY ACCOUNT -- NO DOLLAR AMOUNT NEEDED
Option 2	Add		SECOND Financial Institution Name: _____ Route Transit # _____ Account Number _____ Checking <input type="checkbox"/> Savings <input type="checkbox"/>
	Change		
	Cancel		
			DOLLAR AMOUNT DEPOSITED EACH PAYDAY = \$ _____
Option 3	Add		THIRD Financial Institution Name: _____ Route Transit # _____ Account Number _____ Checking <input type="checkbox"/> Savings <input type="checkbox"/>
	Change		
	Cancel		
			DOLLAR AMOUNT DEPOSITED EACH PAYDAY = \$ _____
Option 4	Add		FOURTH Financial Institution Name: _____ Route Transit # _____ Account Number _____ Checking <input type="checkbox"/> Savings <input type="checkbox"/>
	Change		
	Cancel		
			DOLLAR AMOUNT DEPOSITED EACH PAYDAY = \$ _____

I hereby authorize the University to directly deposit into the Financial Institution account number(s) listed above, as well as authorize the Institution(s) to post the pay to the above listed account(s). I authorize the University to initiate debit entries to above designated account(s) as may be necessary to correct erroneous credit entries and authorize the listed Financial Institution(s) to subtract such entries from the above designated account(s).

This agreement is effective on the next payroll processing after the signature date below and will remain in force until the University receives notice of change or cancellation from me. Any notice of cancellation must be received by the University in such a manner as to afford the University reasonable opportunity to act on it.

I understand and approve the authorization(s) or cancellation(s) as indicated above. This agreement supersedes all Multiple Direct Deposit forms with a prior date and must be signed and dated for any action on the part of the University.

EMPLOYEE SIGNATURE: _____

DATE: _____

Please Note: There have been recent changes to the payment system rules for direct deposit of payroll. If you receive your payroll via direct deposit at a bank located in the United States and then have the entire payroll amount forwarded to a bank in another country, please advise the payroll department (or specific individual with your department). There are new formatting requirements for these transactions that the University of Nebraska needs to follow. It will not impact your payroll.

THE SECTION BELOW IS FOR PAYROLL USE ONLY				
OPTIONS:	OPTION 1	OPTION 2	OPTION 3	OPTION 4
ROUTE				
ACCOUNT #				
CHECKING/SAVINGS	Savings			
ENTRY DATE				

See Reverse Side of This Form for More Information on Direct Deposit

Use the Multiple Electronic Payroll Direct Deposit System

How does payroll direct deposit work?

The University of Nebraska offers **ALL** employees the convenience of **Multiple Electronic Payroll Direct Deposit**. The electronic payroll direct deposit program allows you to have your pay automatically deposited directly into your personal checking or saving account(s). Most financial institutions throughout Nebraska and the United States are in the direct deposit network. Once you sign up for direct deposit, the University will send electronically your deposit amount(s) to your financial institution(s). The University will provide you a pay advice showing the detail of the payroll amounts deposited to your account(s), one or two days before payday. You may add, change, or cancel deposit information by completing a new direct deposit form. You may designate a dollar amount to be deposited, as well as, your remaining net pay deposited into a primary institution. Your payroll will be deposited as soon as your direct deposit form is processed by the appropriate campus payroll area.

There are numerous benefits to the electronic direct deposit of your pay:

- Employees are not limited to Lincoln and Omaha financial institutions
- Quick and extremely convenient
- Deposit(s) will be available to you at the start of your financial institution's business day on payday, even if your account is in another city
- Deposit(s) are made automatically without any effort on your part, after your authorization form has been submitted for processing
- Safety and confidentiality is assured with electronic transfer to your account(s)
- Absolutely no charge to you for this electronic deposit service
- Receive a statement of your earnings and deductions similar to your current payroll stub
- Amount(s) of your direct deposit(s) will appear on the monthly statement you receive from your financial institution
- Know the amount of your deposit(s) before payday because a **PAYROLL DEPOSIT ADVICE** is available to you a day or two before payday
- Start earning interest on your money immediately when electronically deposited to an interest bearing account
- Avoid long lobby and drive-in lines
- No risk of misplacing your check
- Eliminates the possibility of your check being lost or stolen and forged
- Eliminates the need to go out to deposit your check in inclement weather
- Saves postage costs and avoids delays of banking by mail
- Avoids the occasional necessity of cashing full pay checks and carrying large amounts of cash
- Advantage of depositing with four different institutions at the same time
- Withdraw cash from your financial institution(s), at your convenience, since your money is in your account(s) on payday

For more information or questions concerning payroll direct deposit contact either:

- UNCA (402) 472-2111
- EMAIL: HumanResources@nebraska.edu

RETURN COMPLETED FORMS TO:

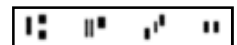
UNCA HR

3835 Holdrege Street, 215 VH
Lincoln NE 68583-0472

Locating Your Bank Routing Number and Checking Account Number

You can find the Bank Routing Number and your Checking Account Number within the string of numbers located at the bottom of one of your checks. If your Account Number is not clearly recognizable, you can identify it by following the steps below.

The numbers at the bottom of your check include a 9-digit Bank Routing Number, your Account Number and the Check Number. You can find your Account Number through the process a elimination. It may be helpful to write the string of numbers down on a piece of paper first. Ignore any special characters when writing out your bank numbers that may look like these:



Step 1: Find your Bank Routing Number

The first 9 numbers from the left at the bottom of your check are your Bank Routing Number.

This number is always 9 digits. Circle these 9 numbers.

TIP: Find the special characters shown at right. The **Bank Routing Number** is between these characters.

Step 2: Find the Check Number

Locate the string of numbers at the bottom of your check that matches the Check Number in the upper right-hand corner. This number is usually 4 digits, and may include a zero as the first digit. Draw a line through these digits.

Step 3: Identify the remaining numbers

The numbers that are left - those that are neither the Bank Routing Number nor the Check Number - are your Account Number.

NOTE: If you notice extra zeroes before or after your account number, please include them as part of your account number.

TIP: Find the special character shown at right. Your **Account Number** is directly to the left of this character.

A.B.A. Routing Numbers for Wisconsin & Iowa Clients

John Q. Public 123 Main Street Your Town, USA 12345-6789	101
Pay to the order of: _____	Date: _____
_____ DOLLARS	
Memo _____	
⑆00006789⑆ 52345678⑆ 0101	
Routing/Transit Number	Account Number

EXAMPLE