



**JOHNSON & WALES UNIVERSITY
DIRECT DEPOSIT AUTHORIZATION FORM**

For your convenience, Johnson & Wales University offers direct deposit of your paycheck to checking and statement savings accounts at participating banks. We can also direct deposit to approved paycards. Please note we cannot deposit your paycheck to any account where reversals are not permitted. It may take two to three pay periods for the direct deposit to be set up.

Although Johnson & Wales will process your paycheck on the regular pay schedule, please understand that we cannot guarantee when funds will be credited to your account. We recommend that you contact your bank to help determine approximately when you can expect your monies to be available to you. Direct deposit may be cancelled at any time by written notification to Human Resources & Payroll. If you have any questions, please contact us directly at (401) 598-1034.

Please complete the following and return it along with a VOIDED CHECK if directly depositing to a checking account. If you are directly depositing to a savings account please supply us with your account number. For paycards, we will need the routing number and direct deposit number from the bank that issued your paycard, as well as a copy of your card.

EMPLOYEE NAME: _____ HOME PHONE #: _____

SOCIAL SECURITY # _____ WORK PHONE # _____

Checking Account: Please deposit the following amount from my net pay each pay period into my checking account:

NOTE: If you wish to have the entire check deposited, write "NET" in the space provided.

Checking account per pay period AMOUNT \$ _____

BANK NAME _____ ACCOUNT # _____ ROUTING # _____

NOTE: A regular bank checking account is required. Monies cannot be directly deposited into any type of investment account where reversals are not permitted.

Savings Account: Please deposit the following amount from my per pay period net pay into my savings account:

Savings account per pay period AMOUNT \$ _____

BANK NAME _____ ACCOUNT # _____ ROUTING # _____

NOTE: A Statement savings account is required. Monies cannot be directly deposited into a Passbook account.

Paycard: Please deposit the following amount from my net pay onto my paycard:

Paycard account per pay period AMOUNT \$ _____

BANK NAME _____ ACCOUNT # _____ ROUTING # _____

I authorize the University to reverse any deposits made to my account in error.

EMPLOYEE SIGNATURE: _____ DATE: _____