



## Direct Deposit Authorization Form (Add, Change, Delete)

**Instructions:** This form is to be completed to add a new, change or delete a Direct Deposit Account. To ensure prompt processing, provide all required information. Fax the completed form to ADP. **All fields with the (◀) symbol indicate information is required for processing.**

**Note:** Employees may have their net pay allocated and deposited into more than one bank account. New Accounts must go through a "pre-notification process" (your bank account information must be validated with the bank before direct deposit can begin), which will take up to two pay cycles. If you are currently receiving a Pay Card or Live Check, you will continue to do so until your request has been successfully processed. Retain this form until you have verified that your request has been processed.

**Employee Information:**

First Name ▶ Middle Initial/Name Last Name ▶ Suffix

Company ▶ Employee ID ▶

By signing below, I authorize **Florida International University (FIU)** and/or its representative to initiate direct deposit (credit) entries. If funds to which I am not entitled are deposited to my account, I authorize ADP COS and/or its' representatives to direct the bank to return said funds (debit). I understand that my bank must be a member of the "Automated Clearing House (ACH)" in order for my net pay to be processed via Electronic Funds Transfer (EFT). I understand I will be notified if there is a problem with my ACH account transaction during pre-note as stated above. This authorization is to remain in effect until it is changed or canceled by me via the Payroll Direct Deposit Authorization form. I understand that I must allow sufficient time as noted above for the processing of such changes or cancellation.

**Employee's Signature:**

Signature ▶ Date (MM/DD/YYYY) ▶  
 e-mail Address ▶ Contact Phone Number ▶

**Account Details:**

If you only have one (1) account in the direct deposit program, the entire amount of the Net Pay will be deposited into that account if you select balance. If you select a set amount, the balance will be issued in a live check. If you specify two (2) or three (3) accounts, a portion of your Net Pay will be deposited into the other account(s) that is/are designated as dollars (\$). Any remaining net pay will then be deposited into the account designated as balance or issued in a live check.

<b>Account One (1)</b>	<b>Check one:</b> <input type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Cancel
Enter <b>Routing Number</b> (series of nine (9) numbers, not starting with a "5", located in the lower left hand corner of your check):	
Enter <b>Account Number</b> (the set of numbers located right after the routing number):	
<b>Account Type:</b>	<input type="checkbox"/> Checking – A voided check for this account must be attached. Deposit slips cannot be accepted. <input type="checkbox"/> Savings – A savings deposit slip for this account must be attached. <input type="checkbox"/> TotalPay Card – Provide card Account Number details.
<b>Amount of Net Pay</b> (indicate amount OR check "Balance"):	\$ _____ <input type="checkbox"/> Balance

<b>Account Two (2)</b>	<b>Check one:</b> <input type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Cancel
Enter <b>Routing Number</b> (series of nine (9) numbers, not starting with a "5", located in the lower left hand corner of your check):	
Enter <b>Account Number</b> (the set of numbers located right after the routing number):	
<b>Account Type:</b>	<input type="checkbox"/> Checking – A voided check for this account must be attached. Deposit slips cannot be accepted. <input type="checkbox"/> Savings – A savings deposit slip for this account must be attached. <input type="checkbox"/> TotalPay Card – Provide card Account Number details.
<b>Amount of Net Pay</b> (indicate amount OR check "Balance"):	\$ _____ <input type="checkbox"/> Balance

<b>Account Three (3)</b>	<b>Check one:</b> <input type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Cancel
Enter <b>Routing Number</b> (series of nine (9) numbers, not starting with a "5", located in the lower left hand corner of your check):	
Enter <b>Account Number</b> (the set of numbers located right after the routing number):	
<b>Account Type:</b>	<input type="checkbox"/> Checking – A voided check for this account must be attached. Deposit slips cannot be accepted. <input type="checkbox"/> Savings – A savings deposit slip for this account must be attached. <input type="checkbox"/> TotalPay Card – Provide card Account Number details.
<b>Amount of Net Pay</b> (indicate amount OR check "Balance"):	\$ _____ <input type="checkbox"/> Balance

ADP Use ONLY	Date	Operator ID
Received	Date (MM/DD/YYYY): _____	_____
Processed	Date (MM/DD/YYYY): _____	_____
Audited	Date (MM/DD/YYYY): _____	_____