

DIRECT DEPOSIT AUTHORIZATION

Return form to: The University of Tulsa
Office of Human Resources and Risk Management
800 South Tucker Drive
Tulsa, OK 74104

Note: A check that is marked "void" must be attached to this request

NAME: _____

TU ID NUMBER: _____ (OR SOCIAL SECURITY NUMBER IF ID HAS NOT BEEN ASSIGNED)

I authorize The University of Tulsa (TU), my employer, to deposit specified amounts of my net pay, for each paycheck, to my checking and/or savings account as directed below. In addition, I authorize TU to deposit the funds in the financial institutions named below, and I authorize the institution(s) listed to accept and to credit the amount(s) to my account.

1. FINANCIAL INSTITUTION _____
TRANSIT/ROUTING # ₁ _____ ACCOUNT # _____
AMOUNT ₂ _____ **CHECK ONE:** CHECKING ___ SAVINGS ___

2. FINANCIAL INSTITUTION _____
TRANSIT/ROUTING # ₁ _____ ACCOUNT # _____
AMOUNT ₂ _____ **CHECK ONE:** CHECKING ___ SAVINGS ___

3. FINANCIAL INSTITUTION _____
TRANSIT/ROUTING # ₁ _____ ACCOUNT # _____
AMOUNT ₂ _____ **CHECK ONE:** CHECKING ___ SAVINGS ___

This authorization is to remain in full force until TU has received written notification from me of its termination or change and a reasonable period of time is given to effect the change. TU is not responsible for delays in processing at my designated financial institution.

I agree that if an amount is deposited into my account in excess of my due wage, this amount may be withdrawn by TU. I will arrange to pay to the university any excess amount that cannot be reversed. I further agree that I shall be responsible for monitoring the above account(s) to ensure that deposits are made into the correct account(s) and for the correct amounts and I will immediately report any discrepancies to the Payroll department.

Signature

Date

1. Nine-digit number on the bottom of a check.
2. Specify a fixed amount or "remainder"