



Authorization for Direct Deposit

Please submit this completed form to DirectDeposit@memphis.edu via your University e-mail or in person at the Payroll Office (272 Administration Building). Please bring proper state-issued photo ID or your University ID. Any form received from any e-mail account other than a University email address will be rejected and returned to the requestor for resubmission. The bank account information may be a prepaid card, if you would prefer, which are available at most major banks.

The University Of Memphis Operating Policy No. [BF4004](#) provides additional information for completing this form.

Name:

Banner UID:

Dept:

Primary Account-Direct Deposit NET PAY Amount

Name of Bank:

Bank Routing Number:

Account Number:

Type of Account: Checking Savings

Secondary Account-Direct Deposit FIXED DOLLAR Amount

Name of Bank:

Bank Routing Number:

Account Number:

Fixed Dollar Amount \$:

Type of Account: Checking Savings

Third Account-Direct Deposit FIXED DOLLAR Amount

Name of Bank:

Bank Routing Number:

Account Number:

Fixed Dollar Amount \$:

Type of Account: Checking Savings

Bi-Weekly paid Monthly paid Check if this is a change

I hereby authorize The University of Memphis to direct the net amount and/or fixed dollar amount of my salary and wage payments to my bank account(s) as shown above, effective on the next payroll possible. A preprinted deposit slip or voided check is attached for verification purposes. This authorization is not an assignment of my right to receive payment and revokes all prior payment direction notifications applicable to these payments. I understand that this request may be cancelled or changed by me upon proper execution of another authorization agreement. I also understand that this authorization may be terminated at any time by the University, or named bank. I authorize The University of Memphis to initiate withdrawal transactions from my account in the event of an overpayment or erroneous deposit.

Employee Signature _____ Date _____