Payment Option Enrollment Form

(Please SELECT ONE option and complete either Direct Deposit, or Mail To section and sign & return to Employee Engagement)

☐ **Direct Deposit Authorization (can select more than one deposit):**

I authorize Daemen University to deposit my net paycheck into the account listed below. Direct Deposit will begin the payroll period after receipt. Direct Deposit will remain in effect until we receive a written authorization for cancellation or change. *If you only have one bank account that you will be direct depositing, select Full Net Pay under account #1 box and leave #2 blank.*

Deposit Account #1:

Bank Name: _____

Bank Routing Number: _____

Account Number: _____

Is this a ☐CHECKINGS **or** ☐SAVINGS account? (*please mark one*)

Account #1:
Amount to be deposited into account:
☐Full Net Pay
☐Dollar Amount $_____

Deposit Account #2:

Bank Name: _____

Bank Routing Number: _____

Account Number: _____

Is this a ☐CHECKINGS **or** ☐SAVINGS account? (*please mark one*)

Account #2:
Amount to be deposited into account:
☐Full Net Pay
☐Dollar Amount $_____

Please **attach a <u>voided check for a checking account or deposit slip for a savings account</u> to this form. A **form from your bank stating the account number, routing number, and your full name** will also be accepted as long as it is **NOT handwritten**. If you do not supply this information and choose to handwrite your routing/account numbers, Daemen is not responsible for potential typos from transcribing handwritten information and your payment may be delayed an additional pay period or longer.*

Student Workers: Initial Direct Deposit setup requires a <u>pre-note**</u> (ADP checks your banking account numbers before initial payment). For STUDENT employees, your first paycheck will be "live" meaning a paper check will be created to be mailed to your permanent address OR campus mail box IF you do not provide valid banking verification with this form (voided check, savings deposit slip, etc).*

☐ **Have all paychecks mailed to my permanent address or campus mail box number:**

    o **Full Mailing Address:**_____
       OR
    o **Campus Mail Box #:_____**

  *Please note we are no longer having checks be picked up in our EE office or the Business Affairs Office.

_____

Print Name Legibly

_____   _____

Signature   **Date**

* Please note that every effort will be made to have your direct deposit available immediately, however you should always ensure that there are appropriate funds in your account before making any withdrawals.

Return to the Office of Employee Engagement (Alumni House- 109 Getzville) for processing; or scan to Secure Form Portal on EE's website.