

Check Distribution Request

► *It is important to verify the electronic deposits with your financial institution before making a withdrawal.*

Name _____ UTA ID _____

Email _____ Phone _____

Direct Deposit: Initial Election for Direct Deposit Change Depository Cancel Direct Deposit

- Direct deposit initial elections should be handled through [UT Share](#).
- A voided check or bank verification document with account number and routing number must be provided for each account.
- You may split your net pay into multiple banks/bank accounts (max of three).
- An amount or percentage must be given for each account.
- One account must be designated as your "Balance of Net Pay" account.
- Payroll Earnings Statements are available through [UT Share](#).

Bank Name _____ Checking Savings

Routing # (9 digits) _____ Account # _____

Deposit Amount \$ _____ **OR** Deposit Percentage% _____ Balance of Net Pay

Bank Name _____ Checking Savings

Routing # (9 digits) _____ Account # _____

Deposit Amount \$ _____ **OR** Deposit Percentage% _____ Balance of Net Pay

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Routing # (9 digits) _____ Account # _____

Deposit Amount \$ _____ **OR** Deposit Percentage% _____ Balance of Net Pay

I hereby authorize The University of Texas at Arlington to initiate credit and if necessary, debit adjustments for any credit entries in error to my account indicated below and the depository name below, here after called BANK to credit and/or debit the same to such account.

This authority is to remain in full force and effect until the University has received written notification from me of its termination in such time and in such manner as to afford the UNIVERSITY and BANK reasonable opportunity to act on it.

Signature _____

Date _____