

Check Distribution Request

- ☐ Direct Deposit**
- ☐ Pick Up at Payroll Services, Watson Building, 219 W. Main St.

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

Name: _____

Empl ID: _____

E-Mail Address: _____

Telephone: _____

☐ Initial Election of Direct Deposit

☐ Change Depository

☐ Cancel Direct Deposit

Authorization Agreement for Direct Deposit

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.

**For Direct Deposit to be initiated:

- A voided check or bank verification document with account number and routing number must be attached for each account.
- An amount or percentage must be given for each account and select only one account as the Balance of Net Pay Account.
- Sign and date the form.

Payroll Earnings Statements are available online through UT Share Employee Self Service.

You may split your net pay into multiple banks/bank accounts (max of three). One account must be designated as your "Balance of Net Pay" account.

1. Routing/Transit # (9 digits): _____		Bank Name: _____	
<input type="checkbox"/> Checking	Account Number: _____		
<input type="checkbox"/> Savings	Deposit Amount: \$ _____	or Percentage: _____ %	<input type="checkbox"/> Balance of Net Pay
2. Routing/Transit # (9 digits): _____		Bank Name: _____	
<input type="checkbox"/> Checking	Account Number: _____		
<input type="checkbox"/> Savings	Deposit Amount: \$ _____	or Percentage: _____ %	<input type="checkbox"/> Balance of Net Pay
3. Routing/Transit # (9 digits): _____		Bank Name: _____	
<input type="checkbox"/> Checking	Account Number: _____		
<input type="checkbox"/> Savings	Deposit Amount: \$ _____	or Percentage: _____ %	<input type="checkbox"/> Balance of Net Pay

Signature _____

Date _____