

JAMES MADISON UNIVERSITY

EMPLOYEE DIRECT DEPOSIT AUTHORIZATION

I agree as a condition of employment, to have JMU deposit my net pay each pay date directly to my bank/credit union account(s) at the bank/credit union(s) listed below. Payment Card Accounts are not acceptable. I agree to notify my employer immediately of any changes to the information so that my pay may be properly distributed.

Please attach a voided check * from bank/credit union for each account and return completed, signed form to Payroll Services at MSC 5706.

*If checks are not available, other bank documentation verifying your routing and account numbers is acceptable.

Account No. 1 - Net Pay (Required)

<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	Select one: <input type="checkbox"/> Checking <input type="checkbox"/> Savings
<small>Name of Bank/Credit Union</small>	<small>Routing/Transit Number</small>	<small>Account Number</small>	

Account No. 2 - Fixed Account (Optional)

<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	Select one: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	<input style="width: 95%;" type="text"/>
<small>Name of Bank/Credit Union</small>	<small>Routing/Transit Number</small>	<small>Account Number</small>		<small>Amount or %</small>

Account No. 3 - Fixed Account (Optional)

<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	Select one: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	<input style="width: 95%;" type="text"/>
<small>Name of Bank/Credit Union</small>	<small>Routing/Transit Number</small>	<small>Account Number</small>		<small>Amount or %</small>

Account No. 4 - Fixed Account (Optional)

<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	Select one: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	<input style="width: 95%;" type="text"/>
<small>Name of Bank/Credit Union</small>	<small>Routing/Transit Number</small>	<small>Account Number</small>		<small>Amount or %</small>

** I understand that James Madison University may authorize my financial institution to debit my account for any deposits that are not for the correct amount due to me.*

Printed Name

Department

Phone Number

Employee's Full Signature

Date

SSN or Employee ID # (NOT Student ID)

FULL TIME FACULTY AND STAFF ONLY

Non-payroll related reimbursement payments (i.e.: travel, business expenditures)

Payroll Net Account No. 1 listed above (Default account) OR

Other: <input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input type="checkbox"/> Checking <input type="checkbox"/> Savings
<small>Name of Bank/Credit Union</small>	<small>Routing/Transit Number</small>	<small>Account Number</small>	

YOU MAY HAVE UP TO 4 DIRECT DEPOSIT BANK/CREDIT UNION ACCOUNTS