



Employee ID	TKL	Work Phone
Last Name	First	M.

Payroll Direct Deposit Request Form

To request the deposit of your biweekly pay, submit the completed form and recommended documentation to your campus payroll (human resources) office. Refer to instructions on page 3.

For non-payroll direct deposit setup (travel reimbursements, financial aid, student refunds, etc.), login to uaonline.alaska.edu and select Finance/Direct Deposit Services.

Deposit # 1

Action: (check one)
 Start _____ Change _____ Stop _____
Account Closed?: Yes _____ No _____
Financial Institution Name: _____
Phone # : _____
***Routing # :** _____
Account Type: (check one)
 Checking _____ Savings _____
***Account # :** _____
Deposit Amount:
 \$ _____ **OR** _____ % of Net Pay

Deposit # 2

Action: (check one)
 Start _____ Change _____ Stop _____
Account Closed?: Yes _____ No _____
Financial Institution Name: _____
Phone # : _____
***Routing # :** _____
Account Type: (check one)
 Checking _____ Savings _____
***Account # :** _____
Deposit Amount:
 \$ _____ **OR** ☐ All Remaining Pay
OR _____ % of Remaining Net Pay

Office Use Only:
Priority of Deposit # 1:
Status: ☐ Pre-note ☐ Active ☐ Inactive

Office Use Only:
Priority of Deposit # 2:
Status: ☐ Pre-note ☐ Active ☐ Inactive

If you are starting or changing a direct deposit, please allow at least two (2) pay periods for processing. University pay can be deposited to any NACHA participating U.S. financial institution. You may split your deposit between six accounts.

- Verify the receipt of your biweekly payroll deposit in your account(s).
- If changing your direct deposit setup, **do not close** a previous account until you verify your deposit is received in the new account.
- If leaving university employment, **do not close** account(s) until your final pay is received.

*** Please note that the account and/or routing numbers for direct deposit at your financial institution may not be the same as those printed on your personal deposit slip.**

I hereby authorize the University of Alaska to deposit my pay to the financial institution(s) and account(s) listed. The University of Alaska may substitute a payroll check in place of my direct deposit if necessary. I understand that every effort will be made to notify me of any problems with my direct deposit in a timely manner.

Employee Signature: _____ **Date:** _____

To be completed by campus Payroll office:

Entered by: _____ **Effective Date or Pay Run:** _____

Payroll Direct Deposit Request Form

Employee ID	TKL	Work Phone
Last Name	First	M.

Deposit # 3

Action: (check one)

Start _____ Change _____ Stop _____

Account Closed?: Yes _____ No _____

Financial Institution Name:

Phone # : _____

***Routing # :** _____

Account Type: (check one)

Checking _____ Savings _____

***Account # :** _____

Deposit Amount:

\$ _____ **OR** ☐ All Remaining Pay
_____ % of Net Pay

Deposit # 4

Action: (check one)

Start _____ Change _____ Stop _____

Account Closed?: Yes _____ No _____

Financial Institution Name:

Phone # : _____

***Routing # :** _____

Account Type: (check one)

Checking _____ Savings _____

***Account # :** _____

Deposit Amount:

\$ _____ **OR** ☐ All Remaining Pay
OR _____ % of Remaining Net Pay

Office Use Only:

Priority of Deposit # 3:

Status: ☐ Pre-note ☐ Active ☐ Inactive

Office Use Only:

Priority of Deposit # 4:

Status: ☐ Pre-note ☐ Active ☐ Inactive

Deposit # 5

Action: (check one)

Start _____ Change _____ Stop _____

Account Closed?: Yes _____ No _____

Financial Institution Name:

Phone # : _____

***Routing # :** _____

Account Type: (check one)

Checking _____ Savings _____

***Account # :** _____

Deposit Amount:

\$ _____ **OR** ☐ All Remaining Pay
_____ % of Net Pay

Deposit # 6

Please Print Legibly

Action: (check one)

Start _____ Change _____ Stop _____

Account Closed?: Yes _____ No _____

Financial Institution Name:

Phone # : _____

***Routing # :** _____

Account Type: (check one)

Checking _____ Savings _____

***Account # :** _____

Deposit Amount:

\$ _____ **OR** ☐ All Remaining Pay
OR _____ % of Remaining Net Pay

Office Use Only:

Priority of Deposit # 5:

Status: ☐ Pre-note ☐ Active ☐ Inactive

Office Use Only:

Priority of Deposit # 6:

Status: ☐ Pre-note ☐ Active ☐ Inactive

I hereby authorize the University of Alaska to deposit my pay to the financial institution(s) and account(s) listed. The University of Alaska may substitute a payroll check in place of my direct deposit if necessary. I understand that every effort will be made to notify me of any problems with my direct deposit in a timely manner.

Employee Signature: _____ **Date:** _____

To be completed by campus Payroll office:

Entered by: _____ **Effective Date or Pay Run:** _____

Instructions for Completing Form

Action: Check the box to start, change, or stop the direct deposit.



Start: To start a new direct deposit or change account(s). The account will be validated (prenoted) before any funds are deposited to the account.



Change: To change the amount of an existing direct deposit or change the account.



Stop: To stop the payroll direct deposit. **Must be received by your payroll office at least seven (7) business days prior to pay day.**

Financial Institution Name & Phone Number: Indicate the name and phone number of the financial institution where you would like your university pay deposited.

Routing #: The routing (ACH) number is always nine (9) digits and is usually found on the bottom left of your personal check. ***The routing number for direct deposit may differ from the routing number listed on your personal deposit slip.***



Routing (Transit) Number
(always 9 digits)

Account Number
(include any zeros in the beginning)

Account Type: Check the box to indicate account type, checking or savings.

Account Number: Enter the account number for your account.

- Your name must be listed on the bank account.
- The full account number may be different from the one that you commonly use at your financial institution. Some institutions may truncate account numbers.
- If you are not providing a voided check, we recommend that you contact your financial institution to verify the full account number required for a direct deposit.

Deposit Amount: Indicate the dollar amount or percentage of pay that you want deposited.

- If the percentage amounts on the form do not total 100%, then the remaining percentage will be deposited in the account with the highest percentage, ***unless the “% of Remaining Net Pay” box is checked.***
- If the dollar amount of pay exceeds the dollar amount indicated on the form, then the remaining amount will be deposited into the account with highest dollar amount, ***unless the “All Remaining Pay” box is checked.***

Recommended Types of Documentation

- A copy of a voided personal check.
- A document from your financial institution with ACH routing information.

Not providing the recommended documentation may delay the start of your direct deposit.