

Employee ID	TKL	Work Phone
Last Name F	irst	M.

Payroll Direct Deposit Request Form

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

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

uaonline.alaska.edu and select Finance/Direct Depos	it Services.	
Deposit # 1	Deposit # 2	
Action: (check one)	Action: (check one)	
Start	Start Change Stop	
Account Closed?: Yes No	Account Closed?: Yes No	
Financial Institution Name:	Financial Institution Name:	
Phone # : *Routing # :	Phone # : *Routing # :	
Account Type: (check one)	Account Type: (check one)	
Checking Savings	Checking Savings	
*Account # :	*Account # :	
Deposit Amount:	Deposit Amount:	
\$ OR	\$ OR ☐ All Remaining Pay	
% of Net Pay	OR % of Remaining Net Pay	
Office Use Only:	Office Use Only:	
Priority of Deposit # 1: Status: □ Pre-note □ Active □ Inactive	Priority of Deposit # 2: Status: □ Pre-note □ Active □ Inactive	
If you are starting or changing a direct deposit, please University pay can be deposited to any NACHA partic deposit between six accounts.		
 Verify the receipt of your biweekly payroll dep 	osit 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:	



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Payroll Direct Deposit Request Form

Deposit # 3	Deposit # 4	
Action: (check one)	Action: (check one)	
Start Change Stop	Start Change Stop	
Account Closed?: Yes No	Account Closed?: Yes No	
Financial Institution Name:	Financial Institution Name:	
Phone # :	Phone # :	
*Routing # :	*Routing # :	
Account Type: (check one)	Account Type: (check one)	
Checking Savings	Checking Savings	
*Account # :	*Account # :	
Deposit Amount:	Deposit Amount:	
\$ OR	\$ OR	
% of Net Pay	OR % of Remaining Net Pay	
Office Use Only:	Office Use Only:	
Priority of Deposit # 3: Status: □ Pre-note □ Active □ Inactive	Priority of Deposit # 4: Status: □ Pre-note □ Active □ Inactive	
Status. If Fre-note in Active in inactive	Status. If Fre-note in Active in inactive	
Deposit # 5	Deposit # 6 Please Print Legibly	
Action: (check one)	Action: (check one)	
Start Change Stop	Start Change Stop	
Account Closed?: Yes No	Account Closed?: Yes No	
Financial Institution Name:	Financial Institution Name:	
Phone # :	Phone # :	
*Routing # :	*Routing # :	
Account Type: (check one)	Account Type: (check one)	
Checking Savings	Checking Savings	
*Account # :	*Account # :	
Deposit Amount:	Deposit Amount:	
\$ OR	\$ OR	
% of Net Pay	OR % of Remaining Net Pay	
Office Use Only:	Office Use Only:	
Priority of Deposit # 5: Status: □ Pre-note □ Active □ Inactive	Priority of Deposit # 6:	
Status: □ Pre-note □ Active □ Inactive 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:	ctive 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.



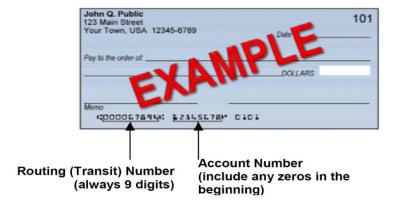
Change: To change the amount of an existing direct deposit or change the account.



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.*



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.