

**UNIVERSITY OF VIRGINIA
DIRECT DEPOSIT AUTHORIZATION FORM**

Last Name	First Name	MI	Phone Number
E-Mail Address	Employee ID #	OR	XXX - XX - Last 4 of Social Security #
<input type="radio"/> Employee Only	<input type="radio"/> Student Only		<input type="radio"/> Both Employee and Student

You can establish direct deposit to a maximum of 2 bank accounts for **Payroll Payments** only. Indicate a Dollar amount or a Percentage of your paycheck to be deposited into each account. If you indicate a Dollar amount for the 1st account, write "Remaining Balance" for 2nd account. Please also indicate which account your non-Payroll reimbursements will be sent to (to include Travel or Expense Reimbursements).

- New Account Set-up Existing Account Use this Account for Non-Payroll Reimbursements

1) Name of Banking Institution (US Institutions ONLY)	Routing #
<input type="radio"/> Checking Account <input type="radio"/> Savings Account	
% or Dollar Amount	Account #
<input type="radio"/> New Account Set-up <input type="radio"/> Existing Account <input type="radio"/> Use this Account for Non-Payroll Reimbursements	

2) Name of Banking Institution (US Institutions ONLY)	Routing #
<input type="radio"/> Checking Account <input type="radio"/> Savings Account	
% or Dollar Amount	Account #

I have established an account(s) at the financial institution(s) indicated above and authorize:

- 1) the University of Virginia to deposit my funds via direct deposit,
- 2) my financial institution to credit my account,
- 3) the University of Virginia to initiate and my financial institution to make corrections to my account for any deposits made in error.

This authorization will remain in effect until updated direct deposit information is received. I will provide at least two (2) weeks notice to the University Payroll Division if I change my account(s) or change my financial institution(s).

Signature	Date
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MANDATORY

**ATTACH VOIDED CHECK OR
DEPOSIT SLIP FOR NEW
ACCOUNT SET-UPS ONLY**

RETURN FORM TO:
University of Virginia Payroll Division
PO Box 400127
914 Emmet Street
Charlottesville, VA 22904-4127
OR
Fax: (434) 924-6306

Questions
Call: (434)924-4350
E-mail: payroll@virginia.edu