



UNIVERSITY OF NEW ENGLAND

Office of Finance and Administration

DIRECT DEPOSIT AUTHORIZATION:

The University of New England requires direct deposit information be provided for payroll* and expense/tuition reimbursements. Please complete this form and return it to the payroll office in order to receive payment. **Be sure to include a void check and/or savings account routing number.** Please note that an actual check may be issued for any payments due to you during the time that your new direct deposit account(s) are tested for accuracy with the bank.

I hereby authorize the University of New England to automatically deposit funds owed to me to my account(s) at the financial institution(s) named below.

I authorize the University to debit my account only for the purpose of correcting an erroneous credit previously deposited to my account, provided that prior to and/or simultaneously to that correction the University has notified me verbally and confirmed in writing the reason for the change.

PAYROLL DIRECT DEPOSIT:

I authorize the University of New England to automatically deposit payroll funds owed to me into a checking and/or savings account(s) as follows:

	Institution	Routing/ABA Number	Account Number	Checking or Savings?	\$ Amount or "Net Pay"
1					
2					
3					
4					
5					

EXPENSE/TUITION REIMBURSEMENT DIRECT DEPOSIT:

I authorize the University of New England to deposit expense and/or tuition reimbursement funds owed to me into the account below:

1				
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I authorize the University to make adjustments, if necessary, to amounts deposited for payroll, expense, and/or tuition reimbursement under the conditions described in the Authorization Agreement above.

Name (please print): _____

Personal Ref Number (PRN): _____

I have read and understand
this agreement: _____

Date: _____

*For students receiving payment via Federal Work Study, you may opt out of direct deposit for payroll payments. Please go to the Payroll Department to obtain a form to effect this change.