

Direct Deposit Authorization Form
Payroll Department
Benedictine University

Name _____			Employee #ID _____			
Last	First	Middle Initial	7-digit ID			
SSN	<div style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">X</div> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">X</div> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">X</div> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">-</div> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">X</div> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">X</div>	-	<div style="border: 1px solid black; width: 20px; height: 20px; text-align: center;"> </div> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center;"> </div> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center;"> </div> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center;"> </div>	Phone _____		E-Mail _____
(Last four Digits)						
<div style="display: flex; justify-content: space-between; align-items: center;"><div><input type="checkbox"/> Start Direct Deposit</div><div><input type="checkbox"/> Stop Direct Deposit</div><div><input type="checkbox"/> Change</div></div>						

Bank Name	Routing # _____ (9 digits) Acct # _____	Checking <input type="checkbox"/> or Savings <input type="checkbox"/>	Full Deposit <input type="checkbox"/> or Fixed Amount \$ _____
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If depositing to more than one (1) bank, you must choose one Balance Account.

Bank Name	Routing # _____ (9 digits) Acct # _____	Checking <input type="checkbox"/> or Savings <input type="checkbox"/>	Balance <input type="checkbox"/> or Fixed Amount \$ _____
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Bank Name	Routing # _____ (9 digits) Acct # _____	Checking <input type="checkbox"/> or Savings <input type="checkbox"/>	Balance <input type="checkbox"/> or Fixed Amount \$ _____
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Bank Name	Routing # _____ (9 digits) Acct # _____	Checking <input type="checkbox"/> or Savings <input type="checkbox"/>	Balance <input type="checkbox"/> or Fixed Amount \$ _____
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**** If available, please attach a voided check from the account(s) entered above ****
*** Please allow up to 2 Pay periods for this authorization to take effect ***

- * I hereby authorize the Benedictine University, and its payroll service provider, Ceridian, to deposit my payroll earnings and employee expense reimbursements directly into the account(s) and financial institution(s) I have designated above. In the event that the University erroneously deposits funds into my account(s), I authorize Benedictine University and Ceridian to initiate debit entries (reversals) to correct the error.
- * I understand that it is my responsibility to verify that funds have been credited to my account(s) and that the University assumes no liability for my overdrafts for any reason. I understand that in the event my financial institution(s) is/are not able to deposit my payroll and expense reimbursement into my account due to any action I take, the University cannot issue the funds to me until my financial institution(s) returns the funds to Benedictine University.
- * I attest, that the full amount of my direct deposit is not being forwarded to a bank in another country and that if at any point I establish a standing order for my receiving bank to forward the full deposit to a bank in another country, I will inform the Payroll department.
- * I understand that this authorization will remain in effect until I change or delete the information provided. New Direct deposits or changes to existing accounts can take up to 2 pay periods to take affect. I agree to contact the payroll department **IMMEDIATELY** when a direct deposit account is closed. I understand that failure to do so may cause my pay to be delayed.

☐ I agree to access my pay advice on-line at MyBenU and choose not to receive a paper pay advice.

Employee Signature _____ **Date** _____

* **Questions? Call 630-829-6026 or 630-829-6117**