



THE UNIVERSITY OF TEXAS AT BROWNSVILLE

and

TEXAS SOUTHMOST COLLEGE

BUSINESS OFFICE

Authorization Agreement for Direct Deposit

- checkbox New enrollment
checkbox Change of account and/or financial institution
checkbox Cancel participation

All requests for Election of Cancellation of Direct Deposit Services received after the 15th of the month will become effective on the 2nd payday following receipt of the request in the Payroll area of the Business Office.

I (we) authorize The University of Texas at Brownsville to credit my (our) account with the depository named below. If The University erroneously deposits funds into my (our) account, I authorize The University to initiate the necessary debit entries, not to exceed the total of the original amount credited for the current pay period.

Bank Name (Financial Institution) [checkbox] Bank [checkbox] Savings and Loan [checkbox] Credit Union [checkbox] Other City State Zip

Transit/ABA Number (Obtain from your financial institution) [checkbox] Checking Account [checkbox] Saving Account Account Number

This authorization will remain in effect until The University has received written notification from me (or either of us) that it is to be terminated in such time and manner as The University will act on it.

Employee Name (s) Employee ID # Address City State Zip Code Telephone

* PLEASE ATTACH VOIDED CHECK ALONG WITH THIS FORM. NO TEMPORARY CHECKS.

Employee Signature Date

For Payroll Use only
Thank you for enrolling in the UTB Direct Deposit Service. Your paycheck for _____ will be sent to your department. Your first electronic paycheck transmission will be on _____. We do not expect any problem with your enrollment, however, we suggest that you call your bank or credit union on the first transmission date after 10:00 a.m. to confirm receipt of your money. Please call the Payroll area of the Business Office immediately at 882-7048 if you have any problems.
Date Entered _____ Prenote _____ Direct Deposit _____

Please take completed form, along with your voided check to the Business Office - Payroll Office, Tandy 110.