

Marymount University
Payroll Authorization for Direct Deposit - Agreement Form

Faculty/Staff Student Worker

Please Check One:

No Changes Change Amount
 New Account Terminate an account

This authorizes Marymount University to send credit entries (and appropriate debit and adjustment entries), electronically or by any other commercially accepted method, to my (our) account (s) indicated below and to other accounts I (we) identify in the future. This authorizes the financial institution holding the Account to post all such entries.

Account Type (check one): <input type="checkbox"/> Checking <input type="checkbox"/> Savings	Account #1
_____ Bank Name	
<input type="checkbox"/>	
Bank Routing/ABA # (9 digits on the left side of your check)	Bank Account # (DO NOT use ATM card #)
<input type="checkbox"/> Entire Payment <input type="checkbox"/> Fixed Amount: _____	
<small>A fixed amount can only be processed if the remainder of your payment goes into a second direct deposit account below.</small>	

Account Type (check one): <input type="checkbox"/> Checking <input type="checkbox"/> Savings	Account #2
_____ Bank Name	
<input type="checkbox"/>	
Bank Routing/ABA # (9 digits on the left side of your check)	Bank Account # (DO NOT use ATM card #)
<input type="checkbox"/> Fixed Amount: _____	

This authorization will remain in effect until Marymount University receives a written termination notice from me and has a reasonable opportunity to act on it.

Signature

Printed Name

Date

Employee ID #

E-Mail Address

Phone#

PLEASE NOTE: Direct Deposits may take two pay cycles to become effective. If it has been more than two pay cycles and you are still receiving a pay check, please contact the Payroll Office at (703) 526-6992 or (703) 284-1485.

PLEASE ATTACH A VOIDED CHECK FOR EACH ACCOUNT TO THIS FORM.