



## Authorization Agreement For Payroll Direct Deposit

I hereby authorize and request the University of Maine System, hereinafter called UNIVERSITY, to make payment of any amounts owed to me for payroll by initiating credit entries and adjusting entries to my account indicated below in the bank(s) named below, hereinafter called BANK. I authorize and request BANK to accept any credit entries and adjusting entries initiated by UNIVERSITY to such account and to credit the same to such account without responsibility for the correctness thereof:

**Employee Name:** (Please Print) \_\_\_\_\_

**Pay Type:**             Student     Biweekly     Monthly

### Bank #1 Account Information

Bank Name: \_\_\_\_\_

Bank Address: City \_\_\_\_\_ State \_\_\_\_\_

Bank Routing Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

Type of Account: (Circle One)     Checking     Savings

(Please attach a voided check if available)

It is understood that I may receive an actual check before my direct deposit takes effect due to the prenote process which validates the bank's routing number and my account number.

**Employee Signature:** \_\_\_\_\_                      **Date:** \_\_\_\_\_

### NOTE:

- Employees with direct deposit will not receive a printed pay stub since they may be viewed and/or printed in MaineStreet's Employee Self-Service under "view paycheck".

### *For Payroll Office Use Only*

Bank Routing # \_\_\_\_\_

EmplID \_\_\_\_\_