

**EASTERN ILLINOIS UNIVERSITY**  
**AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT OF PAYROLL**

I am paid: Bi-weekly \_\_\_\_\_ Monthly \_\_\_\_\_ Date \_\_\_\_\_

I would like to: \_\_\_\_\_ Sign Up \_\_\_\_\_ Change Information

I \_\_\_\_\_, \_\_\_\_\_ hereby authorize EIU to  
Print Name E Number

initiate debit/credit entries to my account at the following depository/depositories (debits will be used for corrections only). I understand that this authorization will remain in force indefinitely. I also understand that anytime I change banks and/or account numbers, a new Authorization Agreement form must be completed and returned to the Payroll Office immediately.

Signature \_\_\_\_\_ Phone # \_\_\_\_\_

**This form will not be accepted without proper banking documentation attached.**  
**\*\* (Please see back of form for additional details.)**



**Bank Information:**

Bank Name \_\_\_\_\_ Address \_\_\_\_\_  
Bank Name City, State

Bank Routing # (ABA#) \_\_\_\_\_ Account # \_\_\_\_\_

Acct Type: Checking \_\_\_\_\_ Savings \_\_\_\_\_ Deposit Amt: Net Pay \_\_\_\_\_ Amount \_\_\_\_\_

**Bank Information:**

Name \_\_\_\_\_ Address \_\_\_\_\_  
Bank Name City, State

Bank Routing # (ABA#) \_\_\_\_\_ Account # \_\_\_\_\_

Acct Type: Checking \_\_\_\_\_ Savings \_\_\_\_\_ Deposit Amt: Net Pay \_\_\_\_\_ Amount \_\_\_\_\_

**Bank Information:**

Name \_\_\_\_\_ Address \_\_\_\_\_  
Bank Name City, State

Bank Routing # (ABA#) \_\_\_\_\_ Account # \_\_\_\_\_

Acct Type: Checking \_\_\_\_\_ Savings \_\_\_\_\_ Deposit Amt: Net Pay \_\_\_\_\_ Amount \_\_\_\_\_

## **Guide for Completing the Direct Deposit Form**

If you have a void check, be sure to complete:

Bank routing information (See example on the form)

- The Bank Routing Number or transit ABA is the number in the lower left hand corner of your check.
- Bank Account number is typically the group of numbers directly to the right.
- The third set of numbers is typically your check number which is also listed in the top right corner. (This number should not be a part of the information you provide)

Please choose either Checking **or** Savings for each bank listed.

Attach a check with the words "**VOID**" written clearly across the check.

**\*\*If you do not have a check,** please attach documentation from your bank showing both routing and account numbers. Your financial institution can provide this information. If you would like them to contact EIU directly, they may send the information to [payroll@eiu.edu](mailto:payroll@eiu.edu) or fax to 581-3614.

Some acceptable forms of documentation include: voided check, printout/screenshot of online banking, account card, or a bank statement (All documentation must include your name and **BOTH** routing number and account number in typed format)

### **Direct Deposit of Wages:**

Effective July 1, 1997, University policy requires all new or rehired employees to participate in direct deposit of their wages as a condition of employment. This is done by an Electronic Funds Transfer (EFT) to the bank and account of your choice. All employees enrolled in EFT on that date must continue to participate. You may change banks or accounts, but cannot discontinue the EFT service during employment.

**The banking information you designate will remain in effect until you change it in the Payroll Office. This includes periods when you do not receive pay. If you change banks or accounts, please notify the Payroll Office prior to the change. Failure to do so may cause a delay in receiving your pay.**

The attached form must be completed and delivered to the Payroll Office, 2011 Old Main at the time of hire. If this form and required documentation are received during a payroll process, the request may be delayed. Please check with the Payroll Office to determine if your request can be honored with the next scheduled payroll.

An Earnings Statement will be delivered to your work department a few days prior to your pay date.

The University is pleased to offer this service as a convenience to our employees. Any questions about the program may be directed to the Payroll Office at 581-5510.