



FISK UNIVERSITY

DIRECT DEPOSIT AUTHORIZATION

To start Direct Deposit:

Complete the direct deposit authorization form and **attach a void check for checking and share drafts accounts. Attach a withdrawal slip for savings accounts.**

The following payday after payroll receives your authorization form, a pre-notification is sent to specified bank to inform them of your direct deposit transaction. The pre-notification is done to ensure the accuracy of the bank and account numbers. After the pre-notification has been completed, **payroll direct deposit will occur on the next payday**. You will receive a sealed direct deposit remittance statement at your home address.

Name: _____ Social Security # _____

Please check one of the boxes below:

- ☐ I hereby authorize Fisk University to **START** direct deposit into my:
- ☐ I hereby authorize Fisk University to **CANCEL** direct deposit into my:

Please complete your account information:

☐ Checking Account

Deposit amount:

☐ Net pay ☐ Other amount \$ _____

Bank ABA # _____
(9 digits)

Financial Institution Name and Address:

Checking Account # _____

☐ Savings Account

Deposit amount:

☐ Net pay ☐ Other Amount \$ _____

Bank ABA# _____
(9 digits)

Financial Institution Name and Address:

Saving Account # _____

Employee Signature _____ Date _____

Note: failure to complete all of the required information may result in a delay in processing your direct deposit request.