

Direct Deposit Information and Instructions

The University of North Dakota offers Direct Deposit as a more convenient means of providing payments to employees by enabling us to electronically transfer money to your bank account. These payments include payments for payroll and travel. You may have your payments deposited to any financial institution within the Federal Reserve System. Direct Deposit offers a safe and efficient means of receiving your payments.

Direct deposit will help you in many ways:

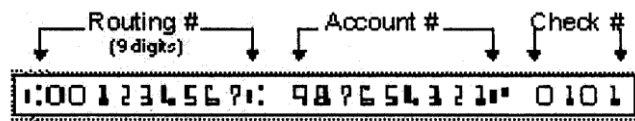
It saves trips to your financial institution to cash or deposit a check

- It saves time in depositing checks – no long lines to wait in
- It eliminates the possibility of lost, stolen or forged checks
- It eliminates the risk of your check(s) being mailed to an incorrect address
- Your money is deposited even if you are on vacation or away from UND on business, vacation or illness

On pay day, you may view your advice by logging on to the Employee Self-Service to see gross salary, taxes, deductions and net pay. For travel you will receive a remittance advice showing a detail of the amount direct deposited. The amount of the direct deposit for all types of payments will appear on your bank statement.

Instructions for Completion of the Authorization for Direct Deposit:

1. EmplID: Enter EmplID, if known. Otherwise, enter Social Security Number
2. Enter Home Telephone Number, Last Name, First Name and Work Telephone Number
3. Complete Primary Account information: This is the account where your check will be deposited, or the remainder of your check will be deposited, if you have amounts or %'s going to other banks. This is also the account where your reimbursements will be deposited.
 - a. Select whether this is a request a NEW account, CHANGE an account, or to CANCEL an account
 - b. Indicate whether it is a checking or savings account
 - c. Complete bank name, city and state where the account was originally opened
 - d. Complete the Routing and Account Numbers. These numbers can be found on one of your check blanks. DO NOT use numbers from a deposit slip, when providing numbers for checking accounts – the numbers are not the same. The following is how to identify the numbers on your check blank:



- e. Attach a voided check to the form.
4. Second/Third/Fourth Account: Only if you would like a specific dollar amount or a percentage of the net payment to go to a different savings or checking account(s), complete the information for the additional account(s) and enter a specific dollar amount or percentage of net pay. Continue completing for additional accounts, if needed. Attach a voided check for each account.
 5. Read the information at the bottom of the form, sign and date. Be aware that this request supersedes any previous requests at any other North Dakota University System institution and will cause all payroll payments for any of those entities to be deposited according to this request.
 6. Due to the time required for payroll and bank processing, allow one pay period for implementation.