SEATTLE PACIFIC UNIVERSITY
Authorization Agreement for Automatic Payroll & Payments Deposits

Employee Name:_____

I hereby authorize Seattle Pacific University to make deposits of my total net payroll and reimbursements to my bank account(s) indicated below. I am aware that if I am depositing into a checking account and provide a voided check before the 15th of the month, the first check of the next month will be direct deposited. If I am depositing into a savings account, the first check of the next month will be a test run and I will receive a regular paycheck.

Type of Deposit: ☐ Payroll or ☐ Payments Reimbursements

☐ Checking or ☐ Savings Amount or %:_____

Account Name:_____ Account #:_____

Bank Name:_____ Routing/ABA #:_____

City:_____ State:_____ Zip:_____

Type of Deposit: ☐ Payroll or ☐ Payments Reimbursements

☐ Checking or ☐ Savings Amount or %:_____

Account Name:_____ Account #:_____

Bank Name:_____ Routing/ABA #:_____

City:_____ State:_____ Zip:_____

Type of Deposit: ☐ Payroll or ☐ Payments Reimbursements

☐ Checking or ☐ Savings Amount or %:_____

Account Name:_____ Account #:_____

Bank Name:_____ Routing/ABA #:_____

City:_____ State:_____ Zip:_____

Important: Please attach a voided check for the above account or accounts.

This authority is to remain in full force and effect during my employment with Seattle Pacific University. I understand that I will be receiving an email link to my online Banner advice of deposit and that this advice should be examined immediately, just as a paycheck would be. I further understand that thirty (30) days notice, in writing, to the University is required if I change banks and/or accounts.

Note: Upon termination of employment with Seattle Pacific University, the final check will go to the Office of Human Resources to be distributed, and will not be directly deposited.

_____ _____ _____

Signature Date ID Number

Instructions for Completing this Form

1. Routing Number: This is the first series of numbers listed on the bottom left of your checks.
2. Account Number: This is your bank account number. It appears at the bottom of your checks. For verification purposes, please enclose a voided check for all checking accounts listed.
3. Amount: If depositing to more than one account, please set a specific amount or percentage for one of the accounts. The balance will automatically be deposited to the other account indicated.
4. Signature: You must sign and date this form in order to authorize automatic deposit.
5. Deliver the completed form to the payroll office, located on the third floor of Weter Hall, or mail the form to "Payroll Office, Seattle Pacific University, 3307 Third Avenue West, Suite 112, Seattle, Washington, 98119."