

# Rider University

## Authorization Agreement for Payroll Direct Deposit and Accounts Payable ACH\*

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

Bronc ID#: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**In place of my printed pay stub and Accounts Payable ACH advice, I authorize Rider University to send me a secured email of my Direct Deposit advice to the address provided:** \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Provide complete email address

**Note:** You may designate up to 4 accounts for direct deposit. Your net pay must go to the first account and a specific dollar amount to the others. For Accounts Payable ACH payments, you may designate only 1 account.

**Information for Deposit #1:** Your *Net Pay* will be deposited here.  **Accounts Payable**

Type of Account:    Checking     Savings

**Name of Bank or Financial Institution and Address:** (City and State Only)

\_\_\_\_\_

**Bank Transit/ABA Number:** \_\_\_\_\_

(This is the nine digit number that appears first on the bottom of your personal checks. For accounts other than checking, please contact your bank to get the transit/ABA number)

**Your Account Number:** \_\_\_\_\_

**Information for Deposit #2:**  **Accounts Payable**

**Amount to be deposited:** \$ \_\_\_\_\_

Type of Account:    Checking     Savings

**Name of Bank or Financial Institution and Address:** (City and State Only)

\_\_\_\_\_

**Bank Transit/ABA Number:** \_\_\_\_\_

**Your Account Number:** \_\_\_\_\_

**Information for Deposit #3:**  **Accounts Payable**

**Amount to be deposited:** \$ \_\_\_\_\_

Type of Account:    Checking     Savings

**Name of Bank or Financial Institution and Address:** (City and State Only)

\_\_\_\_\_

**Bank Transit/ABA Number:** \_\_\_\_\_

**Your Account Number:** \_\_\_\_\_

**Information for Deposit #4:**  **Accounts Payable**

**Amount to be deposited:** \$ \_\_\_\_\_

Type of Account:    Checking     Savings

**Name of Bank or Financial Institution and Address:** (City and State Only)

\_\_\_\_\_

**Bank Transit/ABA Number:** \_\_\_\_\_

**Your Account Number:** \_\_\_\_\_

**\*PLEASE NOTE:** Payroll Direct Deposits may take two pay cycles to go into effect. You will receive a check for your next pay; if pre-note is successful, subsequent pays will be by direct deposit. Accounts Payable ACH payments utilizing an existing Payroll Direct Deposit Account will go into effect immediately, please check only ONE account.