

Rider University
Authorization Agreement for Direct Deposit

Name: _____

Bronc ID#: _____ Phone Number: _____

In place of my printed pay stub, I authorize Rider University to send me a secured email of my Direct Deposit advice to the address provided: _____

Signature: _____ Provide complete email address _____ Date: _____

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.

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

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:

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:

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:

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: It takes two pay cycles for the direct deposit 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.

EVERYTHING YOU NEED TO KNOW ABOUT DIRECT (*AUTOMATIC*) PAYROLL DEPOSIT

Direct deposit is a benefit that is available to everyone (Administrators, Faculty, Support Staff, and Students) that works for Rider University or Westminster Choir College, including those in an off campus University or College position. This benefit enables you to access your payroll money through an ATM machine, at your convenience, rather than at the banks' convenience.

By completing a Direct Deposit form, you can have your paycheck deposited directly and immediately into your account(s). You can have the deposit split between two accounts, one saving, one checking, or any combination you choose. You only need to complete this form once. The direct deposit **will stay in effect** as long as you are employed on campus. The only time you will need to complete a new form is if you change bank accounts. Some additional benefits are:

- No need to rush to the bank before it closes. No more forms to fill out. No more waiting in line at the bank.
- The bank does not need to be local. We can send the deposit to any bank, anywhere. So, if you mail your check home after you pick it up, direct deposit will save you that extra step.
- Pay is immediately available on payday. It's there ready to be used right away.
- You don't need to be at work, or on campus, on payday in order to receive your check.
- Your pay is protected. Direct deposit cannot be lost or stolen. Eliminate the need to request a replacement check because yours was lost in the mail, torn or damaged.
- You still receive a pay stub with the same information as your current paycheck, either electronically or printed.

Please fill out a Direct Deposit Authorization Agreement form and take it to Disbursements. If you are having the money sent to a checking account, please include a voided check, if available. The first payroll after we receive the form we will run a test with the bank to verify that we have all the accurate account information for the deposit and you will still receive a paycheck. Provided that the test is successful, the next payroll check will be direct deposited.

At your convenience, you will still need to pick up the Direct Deposit Stub from the Cashier's Office (Lawrenceville Students) or the Dean of Students Office (Westminster Campus).

IMPORTANT!!!!

NEVER assume that Disbursements received and processed your time sheets. Always make sure that you receive a stub indicating the amount deposited into your account before you access the funds. Some banks allow you to check your balance either on-line or at an ATM machine, but be sure to do this before you write checks to pay your bills.

DIRECT DEPOSIT IS THE WAY TO DIRECT YOUR DEPOSIT!