Yale University
Payroll Services

3501 FR.43 - Direct Deposit Request

Employee Information

Name: First | Middle | Last

Employee ID# : _____ *OR Last 4 digits of SSN:* ___ ___ ___ ___ Phone No:

Payment type: ☐ Weekly ☐ Monthly ☐ Semi-Monthly

You may deposit your payments into the maximum of five (5) separate banks/accounts. Complete all bank information for each bank and/or account and check action box in left hand column. (Check the START box for all NEW banks or accounts. Check the STOP box to CANCEL deposit into specific bank . Check the CHANGE box to AMEND amounts, account numbers and/or account type.)

Check one action box for each bank and/or account

Bank Information

☐ Start (New) ☐ Stop ☐ Change

Bank # 1 Name:

Type of Account (select one): Checking ☐ Savings ☐ _____ % of Net ***OR*** Specific $ Amount _____ ***OR*** ☐ Remainder of Net Pay

Transit Routing No.: Account No.:

☐ Start (New) ☐ Stop ☐ Change

Bank #2 Name:

Type of Account (select one): Checking ☐ Savings ☐ _____ % of Net ***OR*** Specific $ Amount _____ ***OR*** ☐ Remainder of Net Pay

Transit Routing No.: Account No.:

☐ Start (New) ☐ Stop ☐ Change

Bank #3 Name:

Type of Account (select one): Checking ☐ Savings ☐ _____ % of Net ***OR*** Specific $ Amount _____ ***OR*** ☐ Remainder of Net Pay

Transit Routing No.: Account No.:

☐ Start (New) ☐ Stop ☐ Change

Bank #4 Name:

Type of Account (select one): Checking ☐ Savings ☐ _____ % of Net ***OR*** Specific $ Amount _____ ***OR*** ☐ Remainder of Net Pay

Transit Routing No.: Account No.:

☐ Start (New) ☐ Stop ☐ Change

Bank #5 Name:

Type of Account (select one): Checking ☐ Savings ☐ _____ % of Net ***OR*** Specific $ Amount _____ ***OR*** ☐ Remainder of Net Pay

Transit Routing No.: Account No.:

Transit Routing No:
First series of **nine** numbers

Pat Smith 9876
Shady Lane
Pay to order of Date _____ 20 _____
_____ Dollars
Memo _____
123456789 000012345678 9876
(Transit Routing No.) **(Account Number)**

Account No:
Second series of numbers

PLEASE NOTE: DO NOT ATTACH A VOIDED BLANK CHECK TO THIS FORM. IT IS NO LONGER REQUIRED.

IMPORTANT: There has been recent changes to the payment system rules for direct deposit.

Do you receive your payment via direct deposit at a U.S. bank and then have the ***entire*** amount forwarded to a bank in another country? ☐ YES ☐ NO If yes, please note that there are new formatting requirements for these transactions that Yale needs to follow. It will not impact your payment.

Please read the following information carefully:

I hereby authorize the direct deposit of my net pay by my employer in the account and financial institution indicated. Such deposit will be made on each succeeding payday* unless I choose to terminate this agreement in writing to the University. Any such notification to the University shall become effective following receipt, after a reasonable opportunity to act on it. In the event that the University erroneously deposits funds into my account, I hereby authorize it to debit my account not to exceed the original amount of the credit.

Signature: Date:

Processed Online By (signature): Date:

Information relating to direct deposit

1. **DO NOT** close, cancel, or change your existing bank account without first completing a new Direct Deposit Request Form or consulting with the Employee Service Center at (203) 432-5552.
2. Forms may be mailed via US mail to the Employee Service Center, 221 Whitney Ave., New Haven, CT 06511, via e-mail to Employee.Services@yale.edu or via fax to (203) 432-5153.