



The University of Georgia

Payroll Department
Request for Direct Deposit of Net Pay

All fields must be completed

Name (Last, first, middle initial)

UGAID (81X#)

Email Address

Date of Birth

Name of financial institution (US only)

Exact name on account

Bank routing number (9-digit # prior to your acct # on your check)

Account number

Checking

Savings

I hereby authorize the University of Georgia to deposit my net pay and any reimbursements into my account at the above named bank. The University is also authorized to adjust any over/under deposit which it has caused to be made into my account. This authorization will remain in effect until I cancel or supersede it in writing to the University of Georgia Payroll Department. Due to electronic funds transfer prenotification requirements, I understand this request may not be effective until the second payday after it is received in the Payroll Department (this time delay also applies when changing banks). I also understand this election will include travel and most other reimbursements the University makes to me.

It is important to keep your bank information updated. Changes made to the bank account information in the Payroll system do not update any other bank information the University may have on file for you such as direct deposit for your student account. It is your responsibility to update any bank account changes with each of these departments separately.

I understand that should I terminate my employment and later return to work at the University, my direct deposit authorization will continue in effect unless I have submitted a new form or notified the Payroll Department in writing of my desire to cancel my direct deposit.

Signature

Date

Department

Please attach a voided check or bank verification information of your routing and account numbers here (Please do not staple)

Please return this form and any attachments by:

- 1) Fax (706) 542-6779 (If you fax, please follow up with an email to payroll@uga.edu to make sure the forms were received.)
2) Email through SendFiles to payroll@uga.edu
or
3) Deliver directly to the Payroll office
424 E Broad St.
University of Georgia
205 Business Services Building
Athens, Ga, 30602-4215