

# NOTRE DAME DE NAMUR

1500 Ralston Avenue, Belmont, CA 94002-1997

## REQUEST FOR AUTOMATIC PAYROLL DEPOSIT

**To: NDNU Payroll Department,**  
 You are authorized to automatically deposit my pay each pay-period from NDNU to my designated bank account(s) in the amount(s) set forth below. I further authorize NDNU to initiate credit entries (deposits) and/or debit entries and adjustments to correct any previous credits which have been posted in error to my account. This authorization is to remain in full effect until termination of my employment or I notify NDNU in writing to cancel this authorization.

**Employee Name:** \_\_\_\_\_  
 Please print Last name First name M.I.

**Soc.Sec.No.** - - **Dept.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### ADD A NEW ACCOUNT OR CHANGE A PARTIAL DEPOSIT AMOUNT

**Note:** Please contact your financial institutions to verify your transit#, account# and account type for direct deposit purposes.

<b>Account #1</b>		<b>Account # 2</b>	
<b>Transit #</b>		<b>Transit #</b>	
<b>Account #</b>		<b>Account#</b>	
<b>Account Type</b>	___ Checking ___ Savings	<b>Account Type</b>	___ Checking ___ Savings
<b>Amount to Deposit</b>	___ Entire pay	<b>Amount to Deposit</b>	___ Remaining Pay
	___ Partial Deposit \$ .....		___ Partial Deposit \$ .....
<b>Bank Name:</b>		<b>Bank Name:</b>	
<b>City:</b>		<b>City:</b>	

*For checking accounts, please attach a voided check with this form (no deposit slips)*

### Delete An Account

**Note:** Payroll will not delete an account unless specifically instructed to do so. If your "ADD a New Account" above is meant to replace an existing account, you must complete this section. Please refer to your paystub for account #.

<b>Account #1</b>		<b>Account #2</b>	
<b>Transit #</b>		<b>Transit #</b>	
<b>Account #</b>		<b>Account #</b>	
<b>Account Type</b>	___ Checking ___ Savings	<b>Account Type</b>	___ Checking ___ Savings