



# Accounts Payable EMPLOYEE DIRECT DEPOSIT AUTHORIZATION FORM Using Payroll Setup

DATE

EMPLOYEE NAME (HERETO AFTER KNOWN AS PAYEE)

PAYEE'S PHONE NUMBER (INCLUDING AREA CODE)

Check the Appropriate Box → Use Payroll Setup  Change Direct Deposit Information  Cancel Direct Deposit

## Payee Disclosures

The Payee hereby authorizes the University of Utah to deposit payments/reimbursements directly to the account indicated below and to initiate, if necessary any debit entries and adjustments for any direct deposit errors made. The Payee understands that *it is the Payee's responsibility* to check the account on the next business day after receiving the payment advice to ensure that the account was properly credited. This authority will remain in effect until a new form is filed. The University *will not* be liable for Payee's bank charges resulting from problems associated with direct deposit such as: error in Payee provided bank information, or lack of Payee notification when a bank account is closed.<sup>1</sup>

**Note: Changes to an employee's bank or credit union accounts in the Payroll system does not affect the Accounts Payable direct deposit set-ups. It is the employee's responsibility to notify Accounts Payable of any changes to their depository accounts.**

## Payee Information

PAYEE'S EMPLOYEE ID, SOCIAL SECURITY NUMBER<sup>2</sup>

SIGNATURE OF AN AUTHORIZED SIGNOR ON THE DEPOSIT ACCOUNT

PAYEE'S EMAIL ADDRESS (ADVICE WILL BE SENT TO THIS ADDRESS)

PRINTED NAME OF ABOVE SIGNATORY

## Important Notice

Unlike payroll deposits, Accounts Payable cannot deposit your reimbursement into more than one account. If your pay is distributed into multiple accounts, your Accounts Payable Direct Deposit will be setup, by default, with the account receiving the 'Balance' of your paycheck (Deposit Order 999). If you wish to use a different account enter the Payroll Deposit Order<sup>3</sup> number here:

## Disclosures

<sup>1</sup> **PRIVACY AND NOTIFICATION** The principal purpose for requesting the information on this form is to verify the Payee's identity and set-up an account to receive direct deposits of non-payroll payments. Furnishing the Payee's name and eMail address on this form is mandatory — failure to provide such information will delay or may even prevent the payment for which this form is being filled out. **Information on this form is used by the University's Accounts Payable Department for non-payroll payments.**

<sup>2</sup> Pursuant to the Federal Privacy Act of 1974, the Payee is hereby notified that disclosure of the Payee's social security number is voluntary. The social security number is used to verify the Payee's identity.

<sup>3</sup> Deposit order can be found at <https://gate.acs.utah.edu>, Employee tab, My Human Resources/Payroll, Payroll, Taxes, and Salary, Direct Deposit.