

Instructions for Traineeship

Recurring Direct Deposit Authorization Form

1. Direct deposits for Traineeships can only be set up at the beginning of a monthly **recurring** (no one time payments) Traineeship payment.
2. A completed direct deposit form must be attached to each Traineeship form setting up new payments. A copy of the Direct Deposit form may be used for establishing future Traineeship payments, if it is signed and dated again by the Traineeship recipient.
3. The Direct Deposit form and Traineeship form must be received in Accounts Payable (201 S Presidents Cir Rm 145) by the 15th of the month, for payment in the following month.
4. The form must be filled-out completely.
5. The payee Email address must be complete in order to receive an electronic advice. There is no paper advice available.
6. The sponsoring department must sign the form authorizing direct deposits.
7. Traineeship recipients may designate Accounts Payable to use bank account information already on file with the University through Campus Information Services student tab. If this option is not selected, then a voided check or a deposit slip must be attached to the direct deposit form, or if unavailable, a memo from the bank stating the bank routing and account numbers.
8. The total funds must be deposited in **one** bank account.
9. If an individual's bank account changes, the individual receiving the funds must immediately notify the sponsoring department and submit a new Direct Deposit form.
10. This direct deposit form is **only** used for monthly recurring Traineeship payments.

Accounts Payable 201 S Presidents Circle, Rm 145, Salt Lake City, UT 84112-9020

Park Building, Rm 145 PHONE: 801-581-6976 FAX: 801-581-6443 <http://fbs.admin.utah.edu/accounts payable/>