

DIRECT DEPOSIT AUTHORIZATION

I hereby authorize Thomas Jefferson University, to initiate credit entries to my checking/savings account indicated below, and the Financial Organization named below, hereinafter called the Receiving Bank, to credit the same to such account. Charges to said account may only be made to reverse credit amounts erroneously posted. This authorization is to remain in full force and effect until University has received written notification from me of its termination in such manner as to afford University a reasonable opportunity to act upon it.

PLEASE NOTE

Any changes made to a direct deposit will result in an interruption of the automatic transfer of pay into checking and/or savings accounts. This is a "pre-note" period and allows the information to be tested for accuracy. During the "pre-note" period a negotiable check is issued.

PRINT LAST NAME

--	--	--	--	--	--	--	--	--	--

SOCIAL SECURITY NUMBER

--	--	--	--	--	--	--	--

EMPLOYEE NUMBER

PRINT FIRST NAME

INITIAL

EMPLOYEE PHONE HOME

WORK:

SIGNATURE

DATE

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CHECK	ONE	New Direct Deposit	Change to Existing Direct Deposit	Checking Account	Savings Account				
ABA ROUTING/TRANSIT NUMBER									
TOTAL NET PAY - MARK 'X' IN BLOCK					PERCENT OF NET - MARK "X",				
FIXED AMT. MARK 'X', ENTER AMT BELOW					ENTER PERCENT				

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CHECK	ONE	New Direct Deposit	Change to Existing Direct Deposit	Checking Account	Savings Account				
ABA ROUTING/TRANSIT NUMBER									
TOTAL NET PAY - MARK 'X' IN BLOCK					PERCENT OF NET - MARK "X",				
FIXED AMT. MARK 'X', ENTER AMT BELOW					ENTER PERCENT				

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CHECK	ONE	New Direct Deposit	Change to Existing Direct Deposit	Checking Account	Savings Account				
ABA ROUTING/TRANSIT NUMBER									
TOTAL NET PAY - MARK 'X' IN BLOCK					PERCENT OF NET - MARK "X",				
FIXED AMT. MARK 'X', ENTER AMT BELOW					ENTER PERCENT				

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CHECK	ONE	New Direct Deposit	Change to Existing Direct Deposit	Checking Account	Savings Account				
ABA ROUTING/TRANSIT NUMBER									
TOTAL NET PAY - MARK 'X' IN BLOCK					PERCENT OF NET - MARK "X",				
FIXED AMT. MARK 'X', ENTER AMT BELOW					ENTER PERCENT				

WHEN COMPLETED, RETURN TO :

PAYROLL OFFICE,
539 SCOTT MEMORIAL LIBRARY
1020 WALNUT ST., PHILADELPHIA, PA 19107