

**THE UNIVERSITY OF ALABAMA SYSTEM
PAYROLL DIRECT DEPOSIT AUTHORIZATION**

PART 1

Name: _____ Date: _____

I hereby authorize The University of Alabama System to initiate credit entries to the account designated below. In the event there is an error in crediting my pay to this account, I also authorize the depository institution (bank, credit union, etc.) to debit my account for the purpose of correcting this error.

Signature: _____

PART 2

BANK/CREDIT UNION INFORMATION

Enter the name of your bank or credit union institution. Complete the account information requested. The transit number is located in the lower left hand corner of your check. Your account number follows this number. The remaining digits are the actual check number. Print the account name. Check the appropriate box for either checking or savings.

Name of Bank/Credit Union: _____

Bank Transit Number: _____

Account Number: _____

Account Name: _____

(Both Names if joint account)

Check one: **Checking Account** **Savings Account**

PART 3

Attach a voided check. This is required.

A statement of earnings showing gross salary, itemized deductions and the net amount deposited to your account will be forwarded to your department address or permanent home mailing address on payday. If you have any questions, please call 205-348-7880.

Return To:

The University of Alabama System
Attn: Human Resources
500 University Blvd. E
Tuscaloosa, AL 35401

Your net earnings can be deposited to your checking account at any bank, savings bank or credit union located within the continental United States that is a member of the Automated Clearing House.