

UNIVERSITY OF NEBRASKA MULTIPLE DIRECT DEPOSIT FORM

Please PRINT or TYPE

Employee Name _____
 Last Name First Name MI

Campus Work Address _____
 Location

Home Dept. Name _____

SSN _____ - -

Work Phone () _____

Check Payroll Type:
 Bi-weekly Monthly

PAYROLL DIRECT DEPOSIT OPTION(S)

You MUST ATTACH a preprinted original or photocopy of a blank check, OR a voided check, OR top of a financial statement showing a preprinted account number for EACH option selected below

Option 1	Add	
	Change	
	Cancel	

PRIMARY Financial Institution Name: _____ Account Number: _____

Checking
Savings

ALL NET PAY WILL BE DEPOSITED -- NO DOLLAR AMOUNT NEEDED

Option 2	Add	
	Change	
	Cancel	

SECOND Financial Institution Name: _____ Account Number: _____

Checking
Savings

DOLLAR AMOUNT DEPOSITED EACH PAYDAY \$ _____

Option 3	Add	
	Change	
	Cancel	

THIRD Financial Institution Name: _____ Account Number: _____

Checking
Savings

DOLLAR AMOUNT DEPOSITED EACH PAYDAY \$ _____

Option 4	Add	
	Change	
	Cancel	

FOURTH Financial Institution Name: _____ Account Number: _____

Checking
Savings

DOLLAR AMOUNT DEPOSITED EACH PAYDAY \$ _____

I hereby authorize the University to directly deposit into the Financial Institution account number(s) listed above, as well as authorize the Institution(s) to post the pay to the above listed account(s). I authorize the University to initiate debit entries to above designated account(s) as may be necessary to correct erroneous credit entries and authorize the listed Financial Institution(s) to subtract such entries from the above designated account(s).

This agreement is effective on the next payroll processing after the signature date below and will remain in force until the University receives notice of change or cancellation from me. Any notice of cancellation must be received by the University in such a manner as to afford the University reasonable opportunity to act on it.

I understand and approve the authorization(s) or cancellation(s) as indicated above. This agreement supersedes all Multiple Direct Deposit forms with a prior date and must be signed and dated for any action on the part of the University.

EMPLOYEE SIGNATURE: _____

DATE: _____

THE SECTION BELOW IS FOR PAYROLL USE ONLY				
PAY DIST:	DISP TYPE:	PAYSTATION:		
OPTIONS:	OPTION 1	OPTION 2	OPTION 3	OPTION 4
ROUTE TRANSIT #				
ACCOUNT #				
CHECKING/SAVING				
ENTRY DATE				

See Reverse Side of This Form for More Information on Direct Deposit

Use the Multiple Electronic Payroll Direct Deposit System

How does payroll direct deposit work?

The University of Nebraska offers **ALL** employees the convenience of **Multiple Electronic Payroll Direct Deposit**. The electronic payroll direct deposit program allows you to have your pay automatically deposited directly into your personal checking or saving account(s). Most financial institutions throughout Nebraska and the United States are in the direct deposit network. Once you sign up for direct deposit, the University will send electronically your deposit amount(s) to your financial institution(s). The University will send you a pay advice showing the detail of the payroll amounts deposited to your account(s), one or two days before payday. You may add, change, or cancel deposit information by completing a new direct deposit form. You may designate a dollar amount to be deposited into up to three different institutions, as well as, your remaining net pay deposited into a primary institution. Your payroll will be deposited as soon as your direct deposit form is processed by the appropriate campus payroll area.

There are numerous benefits to the electronic direct deposit of your pay:

- Employees are not limited to Lincoln and Omaha financial institutions
- Quick and extremely convenient
- Deposit(s) will be available to you at the start of your financial institution's business day on payday, even if your account is in another city
- Deposit(s) are made automatically without any effort on your part, after your authorization form has been submitted for processing
- Safety and confidentiality is assured with electronic transfer to your account(s)
- Absolutely no charge to you for this electronic deposit service
- Receive a statement of your earnings and deductions similar to your current payroll stub
- Amount(s) of your direct deposit(s) will appear on the monthly statement you receive from your financial institution
- Know the amount of your deposit(s) before payday because a PAYROLL DEPOSIT ADVICE is mailed to you a day or two before payday
- Start earning interest on your money immediately when electronically deposited to an interest bearing account
- Avoid long lobby and drive-in lines
- No risk of misplacing your check
- Eliminates the possibility of your check being lost or stolen and forged
- Eliminates the need to go out to deposit your check in inclement weather
- Saves postage costs and avoids delays of banking by mail
- Avoids the occasional necessity of cashing full pay checks and carrying large amounts of cash
- Advantage of depositing with four different institutions at the same time
- Withdraw cash from your financial institution(s), at your convenience, since your money is in your account(s) on payday

With the multiple electronic direct deposit service, your pay will be transferred to your account(s) in all eventualities, even if you are:

- Sick
- On vacation
- Out of town
- Not scheduled to work on payday
- Working off hours

For more information or questions concerning payroll direct deposit contact either:

- UNL Payroll Office (402) 472-2010
- IANR Finance and Personnel Office (402) 472-1421

RETURN COMPLETED FORMS TO:

UNL CITY CAMPUS UNITS

UNL Data Entry Office
408 Canfield Administration Building
Lincoln NE 68588-0478

IANR UNITS

IANR Finance and Personnel Office
313 Ag Hall
Lincoln NE 68583-0705