



DEPARTMENT OF HUMAN RESOURCES

DIRECT DEPOSIT AUTHORIZATION

Name (Please Print) Last First Middle Initial SSN/CWID:

To enroll in Direct Deposit, simply fill out this form and return it to Human Resources, Mercy Hall 102. Attach a voided check from your bank for verification of each account listed to ensure that the credit entries go to the correct account(s).

IMPORTANT! Please read before completing and sign prior to submission.

I hereby authorize LOYOLA UNIVERSITY NEW ORLEANS (hereinafter "Loyola") to deposit any amounts owed to me by initiating credit entries to my designated account(s) at the financial institution(s) (hereinafter the "Bank") indicated on this form.

This authorization is to remain in full force and effect until Loyola and the Bank have received written notice from me of its termination in such time and in such manner as to afford Loyola and the Bank reasonable opportunity to act on it and in no event shall such termination be effective with respect to entries processed by Loyola prior to receipt of notice of termination.

Employee Signature Date

[SAMPLE CHECK MICR LINE WHERE BANK INFORMATION IS LOCATED]
Memo
[: 000000000:] 0000000000000 } 0101
[9 digit transit routing number] [checking account number] [check number]

ACCOUNT INFORMATION

You may choose up to three (3) accounts. NOTE: The total direct deposit to all financial institutions must equal 100% of the net pay.

- 1. Bank Name City/State
Routing/Transit Number Account Number
[] Checking [] Savings I wish to deposit: \$ or % or [] Entire Net Amount
2. Bank Name City/State
Routing/Transit Number Account Number
[] Checking [] Savings I wish to deposit: \$ or % or [] Entire Net Amount
3. Bank Name City/State
Routing/Transit Number Account Number
[] Checking [] Savings I wish to deposit: \$ or % or [] Entire Net Amount



DEPARTMENT OF HUMAN RESOURCES

TO: ALL FACULTY AND STAFF

FROM: Donna Rochon
Manager – Payroll & Benefits

SUBJECT: DIRECT DEPOSIT AUTHORIZATION

The Federal government has granted some states, including Louisiana, to allow its employers to mandate the use of direct deposit for paying its employees. To ensure receiving your pay timely and especially during emergency situations (i.e., hurricanes, emergency closures, etc.), Loyola University requires direct deposit for all faculty and staff on payroll.

Attached is a Direct Deposit Authorization for your completion and submittal to Human Resources in Mercy Hall, Room 102. For your convenience, you may choose to deposit 100% of your pay to a single account or split your pay among three (3) separate accounts.

Thank you for your prompt attention and cooperation. If you need assistance or have any questions, please contact us at 864-7757.