



**Ashland University**  
**Authorization Form for Direct Deposit**

Please check the appropriate boxes below:

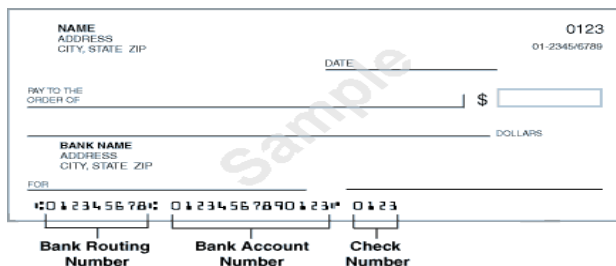
I wish to: Begin  Change  Cancel   
 Employment Status: Faculty/Staff  Adjunct  Student

I hereby authorize Ashland University to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my (our) account listed below.

The authority is to remain in full force until Ashland University has received written notification from me (or either of us) of its termination in such time manner as to afford Ashland University and the FINANCIAL INSTITUTION a reasonable opportunity to act on it. **Note: This form replaces any prior authorizations we currently have on file.**

**Print Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_ **AU ID#:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

The employee has the option to split their direct deposit between checking and savings. If you would like to have it divided between multiple accounts, please complete the section below for each account. *Please attach a voided check for each account. If depositing to a savings account, ask your bank to give you the Bank Routing Number. It isn't always the same as the number on the savings deposit slip.*



- Financial Institution Name and Location: \_\_\_\_\_  
 Bank Routing Number: \_\_\_\_\_ Bank Account Number: \_\_\_\_\_  
 Type of Account: Checking  Savings  Amount \$ \_\_\_\_\_ or \_\_\_\_\_ entire net amount
- Financial Institution Name and Location: \_\_\_\_\_  
 Bank Routing Number: \_\_\_\_\_ Bank Account Number: \_\_\_\_\_  
 Type of Account: Checking  Savings  Amount \$ \_\_\_\_\_ or \_\_\_\_\_ entire net amount
- Financial Institution Name and Location: \_\_\_\_\_  
 Bank Routing Number: \_\_\_\_\_ Bank Account Number: \_\_\_\_\_  
 Type of Account: Checking  Savings  Amount \$ \_\_\_\_\_ or \_\_\_\_\_ entire net amount

Please return this form to the Payroll Department, 101 B Founders Hall. If you have any questions concerning this form, please contact the Payroll Department at extension 6068. You may need to allow two pay periods for processing of this form.