DIRECT DEPOSIT

All payroll disbursements to employees of University of the Southwest are made through ACH, also known as direct deposit. Please complete the attached form and return it to the **Director of Personnel Services**. **Attach a blank voided check** if your payroll will be deposited into a checking account or a deposit slip if your payroll will be deposited into a savings account. The payroll process requires that a trial run with your financial institution's routing number and account number be made prior to the initial direct deposit so return this form with the requested attachments as quickly as possible.

Please be assured that ACH credits will only be made to your account for payroll disbursements.

AUTHORIZATION AGREEMENT FOR AUTOMATED DEPOSITS
(ACH CREDIT)

I (we) hereby authorize University of the Southwest to initiate credit entries to my _____Checking or _____Savings account (select one) indicated below and the depository named below to credit the same to such account.

*****This section to be completed by the Director of Personnel Services *****

Depository
Name_____

City_____State_____

Routing Number_____ Account Number_____

****

This authority is to remain in full force and effect until University of the Southwest has received written notification from me of its termination in such time and in such manner as to afford University of the Southwest and my Depository a reasonable opportunity to act on it.

Name_____

Social Security Number _____Date_____