



AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT

I authorize Pace University to deposit my pay automatically to my account specified below each pay day by initiating credit entries to my account electronically or by any other commercially accepted method, and I authorize the financial institution named below to credit same to my account. If funds to which I am not entitled are deposited to my account, I authorize you to direct the financial institution to return said funds by any such method, and I authorize the financial institution to debit the same to my account. This authority will remain in effect until you have received written notice from me of its cancellation in such time and manner as to afford you and the financial institution a reasonable opportunity to act on it.

PLEASE SELECT FROM THE OPTIONS BELOW: (check only one box)

- New Application** – direct deposit will take effect two pay cycles after the authorization is received. The validation data will appear on the portal as a pre-notification. Please read the information online carefully to ensure that the notice distinguishes direct deposit from a pre-notification. *Please contact the Payroll Department for further assistance at 914-923-2898 to locate your check during this transition.*
- Change of Account information** – direct deposit will take effect at least two pay cycles after the new authorization is received. *Please contact the Payroll Department for further assistance at 914-923-2898 to locate your check during this transition.*
- Termination** – I am requesting the termination of my option for direct deposit (please print and sign the application when electing this option)

Bank Name

First Name

Last Name (PLEASE PRINT)

Account Title (Name of Account Holder)

Signature

Date

Bank Address

Social Security #

OR Banner ID #

ABA TRANSIT ROUTING #

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The 9 digits preceding your account number

IMPORTANT
-For Checking Accounts Only-
 Please attach a copy of a voided check with your application and return it to the Payroll Department.

ACCOUNT #

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FOR PAYROLL USE ONLY

DATE KEYED: _____

TYPE OF ACCOUNT:

Checking

Savings

PLEASE NOTE

- ➡ After a change of account information for direct deposit, the interim paycheck will either be mailed to your (PR) Home Address or sent to your department for pick up. **EFFECTIVE MARCH 15, 2008 IF THERE IS A CHANGE IN YOUR ELECTION FOR DIRECT DEPOSIT, IN THE INTERIM YOUR PAYCHECK WILL BE MAILED DIRECTLY TO YOUR PR (HOME ADDRESS) ON FILE UNTIL THE NEW BANK INFORMATION IS CONFIRMED.**
- ➡ A new authorization is required for each change of Bank and or Account Number.

PAYROLL PHONE #: (914) 923-2898

PAYROLL FAX #: (914) 923-2681 OR 914-989-8135