



DIRECT DEPOSIT AUTHORIZATION

For Payroll and Employee Expense Reimbursements

Payroll Department
1505 Race Street, 9th Floor
Mail Stop 1062
Philadelphia, PA 19102
Tel: 215.895.2885

Current employees may submit this form to the Payroll Department through AskDrexel (askdrexel.drexel.edu) under the Employment and Benefits/Direct Deposit topic.

Instructions for submitting requests through AskDrexel are available on the Payroll web page at: <http://www.drexel.edu/comptroller/payroll/instructions>

I am an Employee of: Drexel University Academy of Natural Sciences Drexel University Online

Employee Name: _____ University ID Number: _____

Election for direct deposit requires full net pay to be distributed between the checking and savings accounts listed below. All direct deposit information will be verified with your bank before becoming active. You will receive paper checks until your accounts become active, which may take two or more pay periods. The primary account will also be used for direct deposit of employee expense reimbursements. Please note that student billing account eRefunds will continue to be deposited to the account you have designated for that purpose, which may be different from the primary account designated below. A copy of a check or a direct deposit form from the bank must be provided for each account listed below.

Primary Account - Required for Payroll and Employee Expense Reimbursements

Bank Transit/ Routing Number: (9 digits)	Bank Name and Phone #
Account Number:	Net payroll, after the partial deposits listed below, will be deposited to this account. This account will also receive all employee expense reimbursements.
Type of Account: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	Check One: <input type="checkbox"/> Start <input type="checkbox"/> Stop

Secondary Account #1 - Optional partial deposit for Payroll only

Bank Transit/ Routing Number: (9 digits)	Bank Name and Phone #
Account Number:	Dollar Amount to be Deposited:
Type of Account: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	Check One: <input type="checkbox"/> Start <input type="checkbox"/> Stop <input type="checkbox"/> Change Amount

Secondary Account #2 - Optional partial deposit for Payroll only

Bank Transit/ Routing Number: (9 digits)	Bank Name and Phone #
Account Number:	Dollar Amount to be Deposited:
Type of Account: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	Check One: <input type="checkbox"/> Start <input type="checkbox"/> Stop <input type="checkbox"/> Change Amount

I hereby authorize the University to initiate direct deposit into the account(s) and financial institution(s) listed above. Payroll direct deposits and direct deposits of employee expense reimbursements will be made to the accounts listed above until I choose to terminate or change this agreement by submission of a new Direct Deposit Authorization form.

Should funds be erroneously deposited into my account(s), I authorize the University to debit my account for an amount not to exceed the amount of the credit.

I further authorize the University to provide me with an electronic pay statement and I understand that I will be notified by e-mail to my official University e-mail address for any employee expense reimbursements made to my primary account.

Employee Signature: _____ Date: _____ Phone: _____