

**CLARK ATLANTA UNIVERSITY
DIRECT DEPOSIT AUTHORIZATION FORM**

Clark Atlanta University is pleased to offer direct deposit of employee paychecks to the bank(s) and account(s) of your choice. To arrange for direct deposit.

- Complete this form
- Attach a **voided personal check for checking accounts or a deposit slip for savings accounts** with account number and bank routing number information.
- Return the completed form to the Human Resources Department
- Your direct deposit should begin within two pay periods after we receive your completed form.

****NOTIFY HUMAN RESOURCES IMMEDIATELY IF YOU CLOSE OR CHANGE BANK ACCOUNT****

TO BE COMPLETED BY EMPLOYEE

New Enrollment **Cancel Enrollment** **Change Enrollment** **Add to Current**

I hereby authorize Clark Atlanta University to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account indicated below and the depository name(s) below, hereinafter called depository, to credit and/or debit the same as such:

Name - Please print your name as it appears on your account		ID#	
Primary Account	ACCOUNT TYPE		Deposit
	<input type="checkbox"/> Checking	<input type="checkbox"/> Saving	100% <input type="checkbox"/> or Amount \$
Bank - Name and Address			Telephone #
Routing #		Account #	
Name - Please print your name as it appears on your account		ID#	
Primary Account	ACCOUNT TYPE		Deposit
	<input type="checkbox"/> Checking	<input type="checkbox"/> Saving	100% <input type="checkbox"/> or Amount \$
Bank - Name and Address			Telephone #
Routing #		Account #	
Name - Please print your name as it appears on your account		ID#	
Primary Account	ACCOUNT TYPE		Deposit
	<input type="checkbox"/> Checking	<input type="checkbox"/> Saving	100% <input type="checkbox"/> or Amount \$
Bank - Name and Address			Telephone #
Routing #		Account #	

EMPLOYEE SIGNATURE: _____ DATE: _____

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