

EASTERN MICHIGAN UNIVERSITY

FACULTY AND STAFF ONLY

Authorization for Direct Deposit

I (the undersigned) hereby authorize Eastern Michigan University to make electronic deposits into the account identified below in my behalf. Adjusting entries to correct errors are also authorized. It is agreed that these deposits and adjustments will be made electronically by a Depository Financial Institution (Financial Institution responsible for the electronic transmission of the deposit data to employees financial institution choice) and under the rules of the Michigan Automated Clearing House Association. Deposits can be made to a Financial Institution with a federal routing number. **This authorization is to remain in full force until notification from me of its termination in such time as to afford them a reasonable opportunity to act on it.**

It is also understood that Eastern Michigan University will not be held responsible for any insufficient funds-returned checks. In the event that my deposit does not reach my account on pay day the Payroll Office at Eastern Michigan University will make a reasonable effort to notify me in the event that my deposit will not be available at the bank that day. Employee must notify Payroll in writing when closing the relevant bank/credit union account.

Name of Bank/Financial Institution: Account Number: Routing Number:
1) _____

Type of Account: Checking _____ Savings _____ Amount in \$ _____ or % _____

Name as it appears on account. (Employee's name must appear on the account):

Name of Bank/Financial Institution: Account Number: Routing Number:
2) _____

Type of Account: Checking _____ Savings _____ Balance available of **100%**

Name as it appears on account. (Employee's name must appear on the account):

Signature of Authorizing Party

Date

Name of Authorizing Party (print)

Contact e-mail address or Telephone number (print)

EID number

Payroll Department
104 Hover Building
Ypsilanti, MI 48197

Please attach a blank check with VOID written across (only) or notification from your bank with your account and routing numbers.

"Remember to save your Direct Deposit emails for your records."

Payroll Department 734-487-2393