

University of North Carolina Wilmington DIRECT DEPOSIT AUTHORIZATION FORM

If you are enrolling in Direct Deposit:

- Complete the authorization form below
- A pay stub will be sent to your UNCW email the day before each payday
- New enrollment forms received in the payroll office before the 1st of the month(students/temps) or the 15th of the month (faculty/staff) will be effective in the current month.

If you are changing or adding accounts:

- When adding a second account, your pay will be deposited into your current primary account.
- The change will be effective with the second payroll after submitting this form.

If you are canceling Direct Deposit

- **VERY IMPORTANT:** Please notify the Payroll Department **before closing any direct deposit accounts.**

I wish to:	New Enrollment	Change Amount
	Change Bank	Change Account Number (same bank)
	Add 2nd Bank (% or flat \$)	Cancel Direct Deposit

Please type or print except for signature.

Banner ID (850#)	Employee's First Name	MI	Last Name
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A voided check or bank issued form showing routing and account number must be attached

Enter % or flat \$ = must equal 100% of your net pay	Checking	Financial Institution
1. Deposit	each pay period into my	Savings account with
Enter % or flat \$ = must equal 100% of your net pay	Checking	Financial Institution
2. Deposit	each pay period into my	Savings account with

I authorize UNIVERSITY OF NORTH CAROLINA WILMINGTON to credit automatically to the accounts stated above on this form (OR to cancel direct deposit if so indicated above). This authorization is to remain in effect until revoked by me in writing or until I terminate my employment with the University.

Employee's Signature

Date

Return this form to:
University of North Carolina Wilmington
Payroll Office – Hoggard Hall Room 160
601 South College Road
Wilmington, NC 28403-5998