



# AUTHORIZATION AGREEMENT FOR PAYROLL DIRECT DEPOSIT

I hereby authorize and request the University of Maine System, hereinafter called UNIVERSITY, to make payment of any amounts owing to me for payroll by initiating credit entries to my account indicated below in the bank name below, hereinafter called BANK, and I authorize and request BANK to accept any credit entries and adjusting entries initiated by UNIVERSITY to such account and to credit the same to such account without responsibility for the correctness thereof.

**Employee Name:** (Please Print) \_\_\_\_\_

**Employee Type:** (Circle One) Biweekly Staff / Student / Monthly Paid **Social Security Number** \_\_\_\_ - \_\_\_\_ - \_\_\_\_

**#1**  
Bank Name \_\_\_\_\_

Bank Address: (City) \_\_\_\_\_

(State/Zip) \_\_\_\_\_

Circle One: New Employee / Changing Deposit

Start Date: \_\_\_\_\_

Circle One: Checking / Savings

Routing Number \_\_\_\_\_

Account Number \_\_\_\_\_

Amount to Deposit: \_\_\_\_\_ % of net pay or \$ \_\_\_\_\_

**#2 (Optional)**  
Bank Name \_\_\_\_\_

Bank Address: (City) \_\_\_\_\_

(State/Zip) \_\_\_\_\_

Circle One: New Employee / Changing Deposit

Start Date: \_\_\_\_\_

Circle One: Checking / Savings

Routing Number \_\_\_\_\_

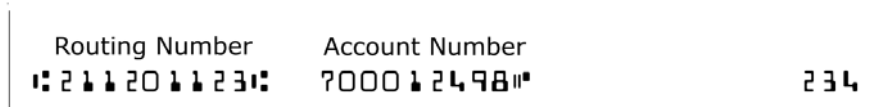
Account Number \_\_\_\_\_

Amount to Deposit: \_\_\_\_\_ % of net pay or \$ \_\_\_\_\_

**Your account number is not the sixteen digit number on your Debit/ATM card.  
Please attach a voided check for checking accounts.**

NOTE: You may have up to four direct deposits. Use another form for additional deposits. *If you are in a bargaining unit in which direct deposit is required, you must have a direct deposit for 100% of net pay.*

### Finding Your Routing and Account Numbers:



Both the routing and account number are printed on the lower edge of paper checks as shown above. If you do not have checks for your account, your financial institution can supply you with the routing number.

**➔ Direct Deposits are subject to a prenotification process to verify account accuracy. It may take up to 2 weeks after data entry for this process to complete. Any pay issued in the interim may be issued as a check.**

**➔ A statement of your pay will not be printed. Statements can be viewed and printed online using MaineStreet Employee Self Service\*.**

It is understood that this agreement may be terminated or modified by me at any time by written notification to UNIVERSITY. Notice to BANK is not adequate and may not result in a change to agreement with UNIVERSITY. Any such modification to UNIVERSITY shall be effective only with respect to entries initiated by UNIVERSITY after receipt of such notification and a reasonable time to act on it.

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

\* Access MaineStreet at <http://mainestreet.maine.edu> Accounts can be activated at the IT Help Center, 581-2506.