

THE UNIVERSITY PENNSYLVANIA HEALTH SYSTEM
Authorization Agreement for Direct Deposit

Begin Direct Deposit

Account Number Change
(same bank)

Stop Direct Deposit

Change of Bank

I hereby authorize the University of Pennsylvania Health System (UPHS) to initiate credit entries to the bank indicated below and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account (indicated below). I understand that if this is a change in Account Number or Bank, I will receive at least one non-direct deposit paycheck while the change is being processed.

Checking Account
(Please attach voided check)

OR

Savings Account
(Please attach statement or ID card)

Bank Name

The following information must be obtained from your bank. For checking accounts, the Transit Routing & account numbers appear on the bottom of your checks starting from left to right.

Transit Routing Number

Account Number to be used for Electronic Deposit

This authorization is to remain in full force and effect until the University of Pennsylvania Health System has received a written notification from me of its termination in such time and in such manner as to afford UPHS a reasonable opportunity to act on said notification. If the Bank sends me written notice of the Bank's termination of this agreement, I will notify UPHS of the termination.

Print Name	EE ID #	Last 4 Digits of SS#
UPHS Phone Number	Home Phone Number	
Date	Signature	

PLEASE READ IMPORTANT INFORMATION ON THE BACK OF THIS FORM

Important Information About Direct Deposit

UPHS is pleased to offer Direct Deposit to its employees. With Direct Deposit you have the convenience of having your net pay automatically deposited into either your checking or savings account with any bank. Through Direct Deposit, your monies are available to you on the Friday of payday.

How to Enroll

1. Complete the reverse side of this form and forward it to the Employee Records Department at 3930 Chestnut Street, Basement level, or to your Human Resources Department.
2. Attach a blank voided check if a checking account is being used, or the copy of a statement or account I. D. Card if a savings account is being used.
3. Allow approximately 30 days for Direct Deposit to take effect. The reason for this time delay is that your bank must verify your account information so that your paycheck will be deposited into the right account. This process is for your own protection.
4. You will **not** be notified when Direct Deposit starts. When it becomes effective, you will receive a **non-negotiable paystub** instead of a paycheck. The paystub lists all of your deductions, your gross pay, and the net pay deposited for you.

Once Direct Deposit Begins

1. It is important that **you check your bank to make sure your money is posted each payday.** Direct Deposit is a joint responsibility between employer and employee. Please notify the Employee Records Department immediately if there are any changes to your banking information to avoid any delays in receiving your pay. **Failure to do so leaves you at risk of incurring overdraft charges for which you could be liable.**

How To Change Accounts and/or Banks

1. Complete a Direct Deposit Authorization Form with the new account and/or bank information and check the appropriate box/s labeled "Account Number Change" or Change of Bank". Forward the completed form to the Employee Records Department at 3930 Chestnut St., Basement Level, or to your Human Resources Office.
2. **As with a New Enrollment, for verification purposes it will once again take up to 30 days for Direct Deposit to begin with your new account or bank even if you did not change banks.**

***** Keep this in mind should you have automatic withdrawals/payments set up*****

3. You will receive normal paychecks until Direct Deposit to your new account begins.

How to Cancel

1. Complete a Direct Deposit Authorization Form and check the box labeled "Stop Direct Deposit." Forward the completed form to the Records Department at 3930 Chestnut Street, Basement level or your Human Resources Department.

**You may submit this form via Fax 215-662-4215
If you have any questions, please call Employee Records at 215-615-2625.**