

## UNIVERSITY OF KENTUCKY AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT

### DIRECT DEPOSIT IS MANDATORY FOR ALL UK EMPLOYEES

An employee can now have an unlimited number of bank accounts on record to have your pay direct deposited. When creating a secondary bank account, you must enter either an amount or a percent to go to the secondary bank. The remainder will go to your main bank account.

The direct deposit service is available to you no matter where you bank in Kentucky, or, in fact, in the entire country, as long as your bank is a member of the National Automated Clearing House Association (NACHA). We will deposit your pay, on payday, to any of the 12,000 commercial banks, savings and loan institutions, and credit unions which are members of the NACHA organization.

1. Direct Deposit can be set up via Employee Self Service in your MyUk Account or by completing this form.
2. When completing this form please attach a voided check. If you do not have checks you may attach a letter from your bank that contains your routing and bank account number. Deposit tickets can also be used as long as the routing number does not begin with a 5 or 6.
3. Forward the authorization agreement and voided check or bank memo to:  
University of Kentucky Payroll Services  
Room 340 Service Building, 0005.

***If you terminate employment with the University send a form to stop your direct deposit. Otherwise, if you return to work at the University, your direct deposit will still be active.***

### Terminating Employment -Please stop Direct Deposit(s)

**Must sign and date below for authorization to stop direct deposit.**

### QUESTIONS YOU MAY HAVE ABOUT THE DIRECT DEPOSIT PROGRAM

**Can I receive a deposit in a checking, savings, money market or NOW account?**

Yes.

**How do I know that a deposit has been made to my account?**

You can view your earnings statement online on payday to show how much you have earned, a detail of your deductions, and how much has been deposited to your account. Your bank will also show the deposit on your monthly statement.

**YOU SHOULD VERIFY THAT YOUR DEPOSIT HAS BEEN MADE.**

**What do I do if I want to change banks or accounts once I am in the program?**

Changes can be made via Employee Self Service or by submitting a new Direct Deposit Authorization Agreement

Please contact your Payroll Services if you have additional questions, or if you need assistance in enrolling in the program.

## UNIVERSITY OF KENTUCKY AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT

Person/Student ID \_\_\_\_\_

or

Last four of SSN \_\_\_\_\_

Employee Name \_\_\_\_\_  
(Please Print) Last First Initial

Direct Deposit to: \_\_\_\_\_  
Name of bank or financial institution

|   |  |
|---|--|
| <p>Main Bank #1 <span style="float: right;"><i>Select One</i></span></p> <p><input type="checkbox"/> New Enrollment <input type="checkbox"/> Change in banks or accounts <input type="checkbox"/> No Change</p> <p><small>PLEASE ATTACH A VOIDED CHECK FOR NEW ENROLLMENT OR CHANGE TO BANK OR ACCOUNTS</small></p> | <p style="text-align: center;"><i>Select One</i></p> <p><input type="checkbox"/> Checking <input type="checkbox"/> Savings</p> |
|---|--|

Direct Deposit to: \_\_\_\_\_  
Name of bank or financial institution

|  |  |
|--|--|
| <p>Other Bank #2 <span style="float: right;"><i>Select One</i></span></p> <p><input type="checkbox"/> New or Change Account <input type="checkbox"/> Change Amount or Change Percentage <input type="checkbox"/> Stop Bank 2 deposit</p> <p><small>PLEASE ATTACH A VOIDED CHECK FOR NEW OR CHANGE TO BANK ACCOUNTS</small></p> | <p style="text-align: center;"><i>Select One</i></p> <p><input type="checkbox"/> Checking <input type="checkbox"/> Savings</p> <p>Percentage to Bank #2: _____%</p> <p>Amount to Bank #2: \$ _____</p> |
|--|--|

I hereby authorize the University of Kentucky to deposit my net pay automatically to my account at the financial institution indicated above. **I also authorize withdrawal transactions from my account in the event of an overpayment or erroneous deposit.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date