

**VITERBO UNIVERSITY**  
**DIRECT DEPOSIT ENROLLMENT FORM**

PRINT NAME: \_\_\_\_\_

**For office use only:**

Direct Deposit PR Date:  Verified by:  Changes & PR Date:
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I authorize Viterbo University to make payment of my net pay by initiating credit entries or correcting entries to the bank account(s) shown below.

I understand that this authorization will continue in force until I cease to be employed by Viterbo University, or complete a new enrollment form when I desire modifications to this authorization. Please notify the payroll office of any changes in direct deposit two weeks prior to pay date.

I will be paid by direct deposit and will be able to view my pay advices through VitNet. (Pay advices are no longer printed or mailed.) The procedure to view my advice on line is located at: <http://www.viterbo.edu/busoff.aspx?id=35642>.

I have verified the account number(s) and bank routing/transit number(s) listed on this page with my financial institution(s). **MANDATORY: ATTACH VOIDED CHECK FOR EACH SEPARATE ACCOUNT.** The voided check is required to verify your account numbers.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Social Security Number \_\_\_\_\_

Please deposit my net pay as follows:

<b>RECORD #1</b>	<u>Fixed Amount</u>	<u>Remainder</u>
Bank Name _____		
Account # _____	_____	_____
Account Type (checking or savings) C or S	<i>Attach voided check or deposit ticket</i>	
Bank Routing/Transit Number _____	9 digit number	

**RECORD #2**Fixed AmountRemainder

Bank Name \_\_\_\_\_

Account # \_\_\_\_\_

Account Type (checking or savings) C or S

*Attach voided check or deposit ticket*Bank Routing/Transit Number \_\_\_\_\_  
9 digit number**RECORD #3**Fixed AmountRemainder

Bank Name \_\_\_\_\_

Account # \_\_\_\_\_

Account Type (checking or savings) C or S

*Attach voided check or deposit ticket*Bank Routing/Transit Number \_\_\_\_\_  
9 digit number**RECORD #4**Fixed AmountRemainder

Bank Name \_\_\_\_\_

Account # \_\_\_\_\_

Account Type (checking or savings) C or S

*Attach voided check or deposit ticket*Bank Routing/Transit Number \_\_\_\_\_  
9 digit number**RECORD #5**Fixed AmountRemainder

Bank Name \_\_\_\_\_

Account # \_\_\_\_\_

Account Type (checking or savings) C or S

*Attach voided check or deposit ticket*Bank Routing/Transit Number \_\_\_\_\_  
9 digit number**RECORD #6**Fixed AmountRemainder

Bank Name \_\_\_\_\_

Account # \_\_\_\_\_

Account Type (checking or savings) C or S

*Attach voided check or deposit ticket*Bank Routing/Transit Number \_\_\_\_\_  
9 digit number