



# Multiple Direct Deposit

Employee Name \_\_\_\_\_ Personnel # \_\_\_\_\_  
 Last Name First name MI  
 Campus Address \_\_\_\_\_ Work Phone \_\_\_\_\_  
 Building & Room# \_\_\_\_\_  
 City/Campus +ZIP \_\_\_\_\_ Payroll Type:  
 Bi-weekly  
 Monthly  
 Department \_\_\_\_\_

## PAYROLL DIRECT DEPOSIT OPTIONS

**You MUST ATTACH a preprinted original or photocopy of a blank check, OR a voided check, OR top of a financial statement showing a preprinted account number for EACH option selected below.**

Option **1** Add  **PRIMARY** Financial Institution Name: \_\_\_\_\_ Route Transit #: \_\_\_\_\_ Account Number: \_\_\_\_\_ Checking   
 Change  \_\_\_\_\_ Savings   
 Cancel  **ALL NET PAY WILL BE DEPOSITED — NO DOLLAR AMOUNT NEEDED**

Option **2** Add  **SECOND** Financial Institution Name: \_\_\_\_\_ Route Transit #: \_\_\_\_\_ Account Number: \_\_\_\_\_ Checking   
 Change  \_\_\_\_\_ Savings   
 Cancel  **DOLLAR AMOUNT DEPOSITED EACH PAYDAY \$ \_\_\_\_\_**

Option **3** Add  **THIRD** Financial Institution Name: \_\_\_\_\_ Route Transit #: \_\_\_\_\_ Account Number: \_\_\_\_\_ Checking   
 Change  \_\_\_\_\_ Savings   
 Cancel  **DOLLAR AMOUNT DEPOSITED EACH PAYDAY \$ \_\_\_\_\_**

Option **4** Add  **FOURTH** Financial Institution Name: \_\_\_\_\_ Route Transit #: \_\_\_\_\_ Account Number: \_\_\_\_\_ Checking   
 Change  \_\_\_\_\_ Savings   
 Cancel  **DOLLAR AMOUNT DEPOSITED EACH PAYDAY \$ \_\_\_\_\_**

I hereby authorize the University to directly deposit into the Financial Institution account number(s) listed above, as well as authorize the Institution(s) to post the pay to the above listed account(s). I authorize the University to initiate debit entries to above designated account(s) as may be necessary to correct erroneous credit entries and authorize the listed Financial Institution(s) to subtract such entries from the above designated account(s).

This agreement is effective on the next payroll processing after the signature date below and will remain in force until the University receives notice of change or cancellation from me. Any notice of cancellation must be received by the University in such a manner as to afford the University reasonable opportunity to act on it.

I understand and approve the authorization(s) or cancellation(s) as indicated above. This agreement supersedes all Multiple Direct Deposit forms with a prior date and must be signed and dated for any action on the part of the University.

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

*Please Note: There have been recent changes to the payment system rules for direct deposit of payroll. If you receive your payroll via direct deposit at a bank located in the United States and then have the entire payroll amount forwarded to a bank in another country, please advise the payroll department (or specific individual with your department). There are new formatting requirements for these transactions that the University of Nebraska needs to follow. It will not impact your payroll.*

| THE SECTION BELOW IS FOR PAYROLL USE ONLY |          |          |          |          |
|---|----------|----------|----------|----------|
| OPTIONS:                                  | OPTION 1 | OPTION 2 | OPTION 3 | OPTION 4 |
| ROUTE TRANSIT #                           |          |          |          |          |
| ACCOUNT #                                 |          |          |          |          |
| CHECKING/SAVING                           |          |          |          |          |
| ENTRY DATE                                |          |          |          |          |

*See reverse side for more information.*

# USE THE MULTIPLE ELECTRONIC PAYROLL DIRECT DEPOSIT SYSTEM

## How does payroll direct deposit work?

The University of Nebraska offers **ALL** employees the convenience of **Multiple Electronic Payroll Direct Deposit**. The electronic payroll direct deposit program allows you to have your pay automatically deposited directly into your personal checking or saving account(s). Most financial institutions throughout Nebraska and the United States are in the direct deposit network. Once you sign up for direct deposit, the University will send electronically your deposit amount(s) to your financial institution(s). The University will provide you a pay advice showing the detail of the payroll amounts deposited to your account(s), one or two days before payday. You may add, change, or cancel deposit information by completing a new direct deposit form. You may designate a dollar amount to be deposited, as well as, your remaining net pay deposited into a primary institution. Your payroll will be deposited as soon as your direct deposit form is processed by the appropriate campus payroll area.

## There are numerous benefits to the electronic direct deposit of your pay:

- Employees are not limited to Lincoln and Omaha financial institutions
- Quick and extremely convenient
- Deposit(s) will be available to you at the start of your financial institution's business day on payday, even if your account is in another city
- Deposit(s) are made automatically without any effort on your part, after your authorization form has been submitted for processing
- Safety and confidentiality is assured with electronic transfer to your account(s)
- Absolutely no charge to you for this electronic deposit service
- Receive a statement of your earnings and deductions similar to your current payroll stub
- Amount(s) of your direct deposit(s) will appear on the monthly statement you receive from your financial institution
- Know the amount of your deposit(s) before payday because a PAYROLL DEPOSIT ADVICE is available to you a day or two before payday
- Start earning interest on your money immediately when electronically deposited to an interest bearing account
- Avoid long lobby and drive-in lines
- No risk of misplacing your check
- Eliminates the possibility of your check being lost or stolen and forged
- Eliminates the need to go out to deposit your check in inclement weather
- Saves postage costs and avoids delays of banking by mail
- Avoids the occasional necessity of cashing full pay checks and carrying large amounts of cash
- Advantage of depositing with four different institutions at the same time
- Withdraw cash from your financial institution(s), at your convenience, since your money is in your account(s) on payday

## For more information or questions concerning payroll direct deposit contact either:

Payroll Office 402-472-2010 OR IANR Finance and Personnel Office 402-472-1421

## RETURN COMPLETED FORMS TO:

### CITY CAMPUS UNITS


UNL Payroll  
401 Canfield Administration Building South  
Lincoln NE 68588-0436

### IANR UNITS

IANR Finance and Personnel Office  
313 Ag Hall  
Lincoln NE 68583-0705

## LOCATING YOUR BANK ROUTING NUMBER AND CHECKING ACCOUNT NUMBER


You can find the Bank Routing Number and your Checking Account Number within the string of numbers located at the bottom of one of your checks. If your Account Number is not clearly recognizable, you can identify it by following the steps below.

The numbers at the bottom of your check include a 9-digit Bank Routing Number, your Account Number and the Check Number. You can find your Account Number through the process of elimination. It may be helpful to write the string of numbers down on a piece of paper first. Ignore any special characters when writing out your bank numbers that may look like these: 

### Step 1: Find your Bank Routing Number

The first 9 numbers from the left at the bottom of your check are your Bank Routing Number.

This number is always 9 digits. Circle these 9 numbers.

**TIP:** Find the special characters shown at right. The Bank Routing Number is between these characters. 


### Step 2: Find the Check Number

Locate the string of numbers at the bottom of your check that matches the Check Number in the upper right-hand corner.

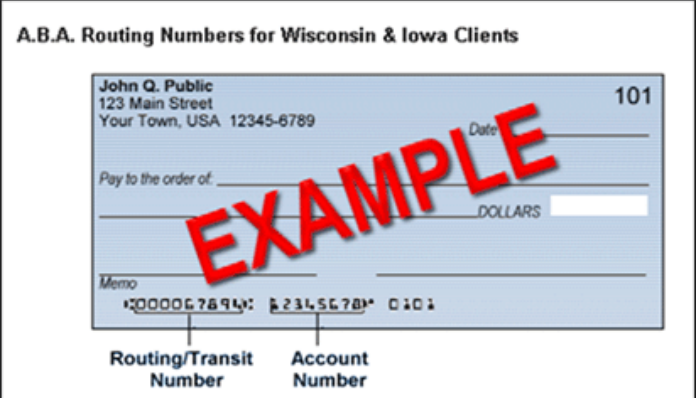
This number is usually 4 digits, and may include a zero as the first digit. Draw a line through these digits.

### Step 3: Identify the remaining numbers

The numbers that are left - those that are neither the Bank Routing Number nor the Check Number - are your Account Number. If you notice extra zeroes before or after your account number, please include them as part of your account number.

**TIP:** Find the special character shown at right. Your Account Number is directly to the left of this character. 

A.B.A. Routing Numbers for Wisconsin & Iowa Clients



John Q. Public  
123 Main Street  
Your Town, USA 12345-6789

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

Pay to the order of: \_\_\_\_\_

\_\_\_\_\_ DOLLARS

Memo: \_\_\_\_\_

⑆000001234⑆ 567890123⑆ 0101

Routing/Transit Number      Account Number