



DIRECT DEPOSIT AUTHORIZATION FORM

Attach voided check for checking account or copy of account number card for savings account.

EMPLOYEE IDENTIFICATION – To be completed by employee

| | | |
|-------------|-------------|-------------|
| Name: | UIN: | |
| E-mail: | Mail Stop: | |
| Department: | Work Phone: | Home Phone: |

| |
|------------------------------------|
| ACTION REQUESTED |
| Initial Set-up Change Cancel |
| INDICATE ACCOUNT TYPE: |
| Checking Savings |

| | |
|---|--------|
| FINANCIAL IDENTIFICATION – Complete this section ONLY if voided check is not attached. To be completed by employee <u>or</u> financial institution representative if check or copy of account number card is not included. | |
| Name of Bank/ Credit Union: | Phone: |
| Bank Address: | |
| City, State, ZIP: | |
| Electronic deposit routing number (obtain from bank/credit union): | |
| Account number: | |
| Name of person completing this Section if other than employee: | |

Will these payments be forwarded to a financial institution outside the United States? Yes No

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| EMPLOYEE AUTHORIZATION |
| <p>I authorize the AgriLife HR/Payroll Office to deposit by electronic transfer my payroll amounts to the financial institution and account indicated above. I acknowledge responsibility for providing complete and accurate information on this authorization form and understand that the HR/Payroll Office may contact my financial institution to confirm accuracy of information. I also acknowledge that I will receive an electronic notification of earnings from the HR/Payroll Office which will be an email confirming that my payroll data is available on HRConnect. I understand that a paper retainer will not be printed and distributed for me. This authorization is to remain in effect until I provide written notice of cancellation. The HR/Payroll Office reserves the right to <i>reverse</i> an incorrect posting; however, I fully understand that the HR/Payroll Office must notify me on or before the settlement date (payday) and explain the reason for reversal. I further understand that it will be my responsibility to contact the HR/Payroll Office prior to making changes in my account, i.e., closing account, changing banks, etc.</p> |
| Signature: _____ Date: _____ |



INSTRUCTIONS FOR DIRECT DEPOSIT AUTHORIZATION FORM

AgriLife employees may have their payroll amounts deposited directly in any financial institution that is a member of the Automated Clearing House Network.

Direct Deposit is the primary method of salary distribution for the Texas AgriLife Research and Texas AgriLife Extension Service. Some banks or savings institutions offer certain benefits for direct deposit such as reduced minimum balance requirement or increased interest rates.

- Step 1:** Obtain the DIRECT DEPOSIT AUTHORIZATION FORM from the Human Resources/Payroll Office, your department payroll clerk, or the web page at: <http://agrilifeas.tamu.edu/library/pdf/forms/ag-501.pdf>
- Step 2:** Complete the form and attach a voided check (if funds will be deposited into a checking account).
- Step 3:** Return the completed **Direct Deposit Authorization Form (AG-501)** to:

AgriLife Human Resources/Payroll
2147 TAMU
College Station, TX 77843-2147

You may now sign up for direct deposit online through HR Connect as well.

- Step 1:** Log onto HR Connect through the Single Sign On website at: <https://sso.tamus.edu/>
- Step 2:** Select the Payroll Data tab in HR Connect.
- Step 3:** Scroll down until you find "Direct Payroll Deposit Information" and just 'CLICK TO EDIT'.
- Step 4:** Follow the instructions and enter your banking information through the safe and secure website.

NOTE: After the information is received and the data entered, funds will be deposited directly into your account on the next pay cycle. You may contact AgriLife Human Resources/Payroll at 979-845-3636 to verify that your direct deposit is established.