



Automatic Paycheck Deposit Authorization

I authorize Chapman University to remit, credit, my Net Pay to my account at the financial institution indicated below. I further authorize Chapman University to initiate if necessary debit entries and adjustments for any credit, deposit, and entries made in error. I understand that the pre-note period (validation of account number with the bank) may take up to two pay periods, and I should not assume that the direct deposit is completed until I receive my first Notice of Advice on my paycheck stub.

Primary Account

Start Direct Deposit Change My Account Cancel Direct Deposit

SAVINGS CHECKING

Financial Institution's Name _____ Branch _____

TRANSIT/ABA NUMBER _____ ACCOUNT NO. _____

Secondary "Split" Account

Start Split Deposit Change My Account Cancel Split Deposit

SAVINGS CHECKING Fixed Amount \$ _____

Financial Institution's Name _____ Branch _____

TRANSIT/ABA NUMBER _____ ACCOUNT NO. _____

This authorization is to remain in full force and effect with all regular scheduled paydays until revoked by me in writing or until I cease employment with Chapman University.

EMPLOYEE LAST NAME _____ FIRST NAME _____

DEPT NAME /NUMBER _____ Datatel EE ID # _____

SIGNATURE _____

DATE _____

Primary Account

Please attach a VOIDED CHECK, SAVINGS STATEMENT, or FINANCIAL INSTITUTIONS LETTER, ensuring that your bank's nine digit ABA/Transit number is clearly identifiable. **Do not attach Deposit Slip**

Secondary Split Account

Please attach a VOIDED CHECK, SAVINGS STATEMENT, or FINANCIAL INSTITUTIONS LETTER, ensuring that your bank's nine digit ABA/Transit number is clearly identifiable. **Do not attach Deposit Slip**

Change Banks or Accounts

If you change banks or account into which your salary is to be deposited, you must notify Payroll by completing a new "Automatic Paycheck Deposit Authorization" for the new account. After receiving the change, Payroll will process your new information through the pre-notification process which will approximately take two paydays to become activated.

Discontinuation of Direct Deposit or if you close your Bank Account

To discontinue direct deposit or close your bank account, you must notify the Payroll Office in writing at least two weeks in advance of payday to process the discontinuation of your Direct Deposit.

Reconciliation of Overpayment

If for any reason an error results in an overpayment, the Payroll Office will notify you as quickly as possible. If you discover an error before being notified we will appreciate your advising the Payroll Office promptly.

*Return Direct Deposit Form and Voided Check to the Payroll Office
Chapman University, Payroll Office, 1 University Dr, Orange, CA 92866
(714) 997-6877*