



CHAPMAN UNIVERSITY

Automatic Paycheck and Expense Report Deposit Authorization

I authorize Chapman University to remit, credit, my Net Pay and/or Expense Report reimbursements 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 enrolling in the Direct Deposit option my Payroll Advices will only be available online through the Employee Self Service Portal <https://my.chapman.edu/> Expense Report reimbursement advices will be emailed to the employee.

PAYROLL

Payroll Primary Account

- Start Direct Deposit
- SAVINGS

- Change My Account
- CHECKING

Cancel Direct Deposit

Financial Institution's Name _____

Branch _____

TRANSIT/ABA NUMBER _____

Account NO. _____

Payroll Secondary "Split" Account - Payroll Only

- Start Split Deposit
- SAVINGS

- Change My Account
- CHECKING

Cancel Split Deposit

Fixed Amount \$ _____

Financial Institution's Name _____

Branch _____

TRANSIT/ABA NUMBER _____

Account NO. _____

EXPENSE REPORT REIMBURSEMENT

For Expense Report reimbursement choose one of the following. Only **ONE** account can be selected.

- 1) Use Payroll Primary Account
- 2) Use Payroll Secondary Account
- 3) Receive a check
- 4) Direct Deposit Expense Report to a different account. Provide the details below

- Start Direct Deposit
- SAVINGS

- Change My Account
- CHECKING

Cancel Direct Deposit

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 and expense report payments until revoked by me in writing or until I cease employment with Chapman University.

EMPLOYEE LAST NAME _____

FIRST NAME _____

DEPT NAME/NUMBER _____

Employee ID# _____

SIGNATURE _____

DATE _____

Primary/Secondary Split/Expense Report Reimbursement 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 Bank or Accounts

If you change banks or the account number which your salary or expense reimbursement is to be deposited, you must notify Payroll by completing a new "Automatic Paycheck and Expense Report Deposit Authorization" for change. After receiving the change, Payroll and/or AP will process your new information through the pre-notification process which will take approximately 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 or expense report payment to process the discontinuation of your Direct Deposit.

Reconciliation of Overpayment

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

**Return Direct Deposit Form and Voided Check to the Payroll Office
Chapman University, Payroll Office, 1 University Drive, Orange CA 92866**

714-997-6877