**Employee Direct Deposit Authorization Form**

**EMPLOYEE IDENTIFICATION** - To be completed by employee

<table>
<thead>
<tr>
<th>Name:</th>
<th>UIN:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Phone:</td>
<td>Home Phone:</td>
</tr>
<tr>
<td>Department:</td>
<td>e-mail:</td>
</tr>
</tbody>
</table>

**ACTION REQUESTED**

- Initial Set-up
- Change
- Cancel
- Cancellation by Agency
  
  **Reason:**

- Enroll via HRConnect
- Exemption (See below)

**Financial Institution Information** - To be completed by individual or financial institution.

- **Name of Bank/Credit Union**
  
  **Address**
  
  **Phone Number**

- **City**
  
  **State**
  
  **ZIP Code**

- **Routing Transit Number** (obtained from bank/credit union):
  
  **Account Number** (Dashes required □ Yes)

- Indicate account type below:
  
  □ Checking (attach printed void check)  □ Savings (attach copy of acct. number card)

- **Name of person completing this section, if other than employee:**
  
  **Signature:**

**INTERNATIONAL PAYMENTS VERIFICATION**

| Will these Payments be forwarded to a financial institution outside the United States? | □ YES | □ NO |

**AUTHORIZATION FOR SETUP, CHANGES OR CANCELLATION**

Pursuant to Section 403.016, Texas Government Code, I authorize Texas A&M University-San Antonio (TAMU-SA) to deposit by electronic transfer salary/wage payments owed to me by TAMU-SA and, if necessary, debit entries and adjustments for any amounts deposited electronically in error. I acknowledge responsibility for providing complete and accurate information on this authorization form and understand that TAMU-SA may contact my financial institution to confirm accuracy of information. I further understand that if changes occur in my account, (i.e. switching accounts from checking to savings, closing account, changing bank, etc.) it is my responsibility to contact the TAMU-SA Payroll Office immediately.

**Employee**

**Sign Here:**

| Name: | Date: |

**EXEMPTION SECTION:**

I claim exemption and request payment by check because (Please check one):

□ I am unable to establish a qualifying account at a financial institution.

□ I choose to receive payments by warrant.

□ I certify that payment by direct deposit would be impractical and/or more costly to me than payment by check.

**Employee**

**Sign Here:**

| Name: | Date: |

Please return form to: Texas A&M University-San Antonio Payroll Services 1450 Gillette Blvd San Antonio, TX 78224 (210) 932-7855

**OFFICE USE ONLY:**

<table>
<thead>
<tr>
<th>Verified:</th>
<th>Entered:</th>
<th>Confirmed:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
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TAMU-SA Payroll Form, Revised August 2011