



**Authorization for Direct Deposit**

**PLEASE ATTACH A VOIDED CHECK**

\_\_\_\_\_  
(Print Name) (SS# or A#)

Hereby authorize and instruct The University of Alabama in Huntsville, to deposit the amount of each of my payroll payments directly into my checking and/or savings account indicated below in the deposit instructions. The financial institution and UAH reserve the right to correct any erroneous deposit by a corresponding withdrawal. The employee will notified in advance of any such withdrawal.

**Deposit Instruction Options**

**OPTION 1**

100% to (please check only one)      \_\_\_\_\_ Checking      \_\_\_\_\_ Savings

\_\_\_\_\_  
Account number

Financial Institution: \_\_\_\_\_

**OPTION 2**

Please deposit a portion of my check into one of the following and the remainder into: (If remainder is checked, no amount is needed)

\_\_\_\_\_  
\_\_\_\_\_ Checking      \_\_\_\_\_ Savings      (check one)       Check here if only Changing Amount

Amount: \_\_\_\_\_ Account#: \_\_\_\_\_

Financial Institution: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_ Checking      \_\_\_\_\_ Savings      \_\_\_\_\_ Remainder (check one)       Changing Amount

Amount: \_\_\_\_\_ Account#: \_\_\_\_\_

Financial Institution: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_ Checking      \_\_\_\_\_ Savings      \_\_\_\_\_ Remainder (check one)

Financial Institution: \_\_\_\_\_

**OPTION 3**

\_\_\_\_\_ CANCEL DIRECT DEPOSIT ON FILE

**Signature:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email address:** \_\_\_\_\_

I understand that all automatic deposits and credits to or withdrawals and debits from my account or accounts under authorization will be subject to all rules, regulations, agreements, and disclosure statements of UAH and the Institution governing accounts and preauthorized transfers to and from accounts.