

UNIVERSITY OF ARKANSAS AT PINE BLUFF
DIRECT DEPOSIT
AUTHORIZATION FORM

UAPB Payroll Office
Mail Slot 4911 – 1200 N. University
Pine Bluff, AR 71601

PH: (870)575-8403
Rm#: 103 Adm. Bldg.
Fax#: (870)575-4650

(Return this form to the address above, or fax to the Payroll Office)

Please note: All employees must attach a voided check or verification of bank routing and account number.

Purpose of Authorization:

Purpose for completing this form :(Check One)

- New Authorization (Complete A,B,C) Changes To Existing Authorization (Complete A, B, D) Cancellation (Complete A & E)

A. Employee Information (Please Print)

Employee Name: _____ ID Number: _____

Department: _____ Telephone# _____

B. Financial Institution Information: (Check one) Local Out-of-Town

Name of Banking Institution:	Phone #:	
Address:		
City:	State	Zip:

Depositories (check one): Checking (Attach a Void Check) Savings Acct #: _____

C. New Authorization Statement

I authorize and request UAPB to deposit to my account the net amount due from payroll, retirement, or living allowance to the designated bank or financial institution above, by way of electronic direct deposit. I understand that I may terminate this agreement at any time by completing another "Direct Deposit Authorization" and sending it to Payroll Services, allowing a reasonable time for my employer to act upon my request for termination. I also authorize UAPB to initiate such debit entries to said account(s) as may be required to correct any erroneous entries or make necessary adjustments.

Employee Name Date

D. Change to Authorization

I authorize and request the UAPB Payroll Office to make the changes indicated on this form, by me, for automatic deposit of payroll, retirement, or living allowances to my account.

Employee Name Date

E. Cancellation Statement

I request that UAPB terminate my authorized direct deposit of the net amount due from payroll, retirement, or living allowance to my account. I will allow reasonable time for my employer to act upon my request to terminate this agreement.

Employee Name Date