

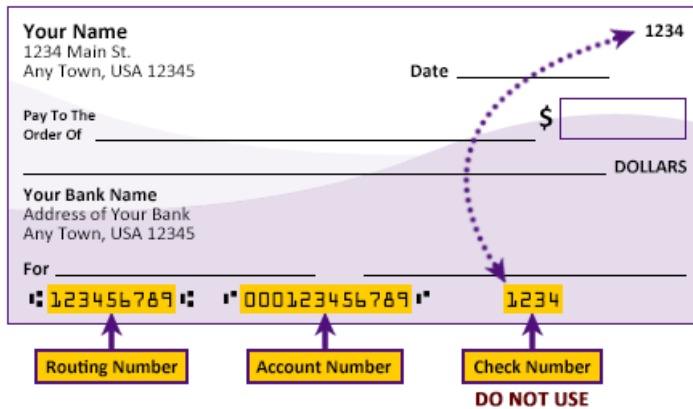
Michigan Tech

Payroll Direct Deposit Authorization

Name: _____
Last First MI

M#: _____

Financial Institution Name	Routing Number	Account Number	Account Type	Amount/Percentage
			<input type="checkbox"/> Checking <input type="checkbox"/> Savings	
			<input type="checkbox"/> Checking <input type="checkbox"/> Savings	
			<input type="checkbox"/> Checking <input type="checkbox"/> Savings	
			<input type="checkbox"/> Checking <input type="checkbox"/> Savings	



- To initiate direct deposit of your pay, or to change your current direct deposit information, complete all fields and sign form. **This form will replace all direct deposit information currently on file.**
- If you are splitting your paycheck between accounts, one must be marked as 100% so the remaining balance of your net pay will go to that account.
- Your debit card number is not your account number.
- Submit form to Payroll Services, 2nd Floor Lakeshore Center in person, by Campus mail or by fax 906-487-3220. **For your security, please do not submit form via e-mail.**

- Incomplete forms will not be processed.
- Forms received in Payroll Services by noon on Thursday of off-payroll week will be effective for the next pay period. Forms received after this deadline will be processed for the following pay period.
- Questions? Contact Payroll Services at payroll@mtu.edu or 906-487-2130.

I authorize Michigan Technological University to initiate credit entries (deposits) and, if necessary, debit entries and adjustments for any credit entries made in error to my account(s). This authorization will remain in effect until canceled by me with written notification to Payroll Services.

Signature: _____ Date: _____

On Campus? Save time and the environment. Go Paperless!

Add Direct Deposit or change your Direct Deposit Allocation using Banweb:

1. Log onto www.banweb.mtu.edu.
2. Select the **Employees** box, then the **Pay Information** box, then **Direct Deposit Allocation**.
3. To add, click **Add New Direct Deposit** and follow instructions listed.
4. To update, select **Update Direct Deposit Allocation** and follow instructions listed.