



**DIRECT DEPOSIT AUTHORIZATION FORM**  
**FOR PAY CHECK, STIPEND CHECK, AND EXPENSE REIMBURSEMENT**

**Instructions:**

1. Please complete the Authorization Agreement and Bank Information sections of this form.
2. You may have your payment deposited in any existing bank provided it is a member of the Automatic Clearinghouse. Your bank probably is a member, but if it is not, you will notified.
3. For a **checking** account, include a blank voided check or a statement from your bank indicating the ACH routing number and account number.
4. For a **savings** account, obtain a statement from your bank indicating the ACH routing number and account number.
5. A deposit form will not be accepted as proof of routing number or account number.
6. Return this completed form and appropriate attachments to 726 Broadway, 2<sup>nd</sup> Floor, Room 221, New York, NY 10003.

**1. Check all that apply:** Paycheck and/or Stipend  Expense Reimbursement

**2. Employee/Student Information:** New Enrollment  Change Existing Information

Employee/Student Name	NYU ID:
Home Address:	NYU Net ID:
	NYU Telephone Number:
NYU Department:	NYU Email: (for remittance information)

Indicate How Frequently You Are Paid (check one): Monthly  Semi-Monthly  Bi-Weekly  Weekly

**3. Bank Information:**

Account Type (check one): Savings  or Checking       Bank Name \_\_\_\_\_

Branch Address \_\_\_\_\_      City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

*Your ACH routing number appears at the bottom of your checks between the markings indicated below.*

|: \_\_\_\_\_ :|      \_\_\_\_\_

**ACH Routing Number (first 9 digits only)**      **Account Number**

**AUTHORIZATION AGREEMENT**

*I authorize New York University to make electronic deposits of payments indicated in section 1 above. This authority will remain in effect until I have given written notice of termination or until New York University has notified me that this service has been discontinued. In the event of changes to my information, I understand that I must give advance notice to allow reasonable time for my instructions to be executed. In the event that an incorrect amount should be entered into my account, I authorize my bank and New York University to make the appropriate adjustment. If you provide either a voided check or a bank statement verifying your ACH routing and account numbers, deposits will take effect with the next paycheck or reimbursement processed. If no voided check or bank statement is provided then your Direct Deposit agreement will become effective as follows: at least a **one-month delay** for monthly, semi monthly and bi-weekly paid employees/students, and a **two-week delay** for weekly paid employees and Accounts Payable reimbursements. A **check will be issued until the agreement takes effect.***

\_\_\_\_\_  
**Employee/Student Signature**

\_\_\_\_\_  
**Date**

**FOR PAYROLL AND ACCOUNTS PAYABLE DEPARTMENT USE ONLY**

<b>Vendor ID</b>	<b>Entry Date</b>	<b>Verified By</b>
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