



**Touro University California  
Direct Deposit Authorization Agreement**

Complete the following information to sign up for direct deposit. For your payroll check and return this form to the Human Resources Office, 1310 Club Drive Vallejo, CA 94592

Note: That Federal Reserve requires Touro University (TU) to verify the accuracy of account information. This verification process may take up to 30 calendar days. Payments made during this verification process will be with a physical check.

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**SECTION I Employee Information (Please Print):**

\_\_\_\_\_

Last First Middle Social Security Number

Daytime Phone: \_\_\_\_\_

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**SECTION II Purpose for Processing Form (check one):**

- New Authorization for Direct Deposit
- Change Financial Institution/Change Account Number
- Cancel Direct Deposit

*(A physical check maybe issued until verification is complete)*

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**SECTION III Account Information (Please Print):**

- Financial Institution: \_\_\_\_\_
- Bank Routing Number: \_\_\_\_\_
- Account Number: \_\_\_\_\_
- Percentage/amount to be deposited into this account: \_\_\_\_\_
- Type of account (check only one):
  - Checking Account (please attach a voided check pre-printed with your name on it)
  - Savings Account (please attach a deposit slip)

*(A physical check maybe issued until verification is complete)*

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**SECTION IV Authorization Complete:**

I hereby authorize TU and the financial institution shown to initiate deposits to my account and, if necessary, debt entries and adjustments to the financial institution and account listed above, for payroll transactions. I understand that it is my responsibility to check my account to ensure that money was correctly deposited. TU will not liable for bank charges resulting from problems associated with direct deposit.

This authorization is to remain in full force and effect until TU has received written notification of my decision to terminate direct deposit in such time and in such manner to afford TU and TU's depository bank a reasonable opportunity to act on it.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Touro University - California**

### **Direct Deposit Instructions**

#### **PLEASE READ THIS CAREFULLY**

*The information on this form is confidential and is requires to process payment data from TU to the financial institution. Failure to provide the requested information may delay or prevent receipt of payments through the direct deposit program.*

#### **Authorization to Recover Funds Deposited in Error:**

By signing this form, you and each joint-account holder (if applicable) consent to allow TU, through the financial institution, to debit the account (upon notice you and any joint account holders) and to use any other lawful means to recover any salary payment to which you are not entitled.

#### **Cancellation of Direct Deposit:**

Pay will be directly deposited until direct deposit is cancelled by the financial institution, TU, or the employee.

*Cancellation by the Financial Institution:* The financial institution receiving the direct deposit may cancel direct deposit. The institution must provide you and your campus payroll office 30 days written notice of the cancellation. The cancellation will not take effect until it is processed by the TU.

*Cancellation by TU:* Direct deposit will be cancelled on effective date of any of the following:

Change of financial institution or account information

Change to ineligible status

Change to inactive status

Termination of the employment (financial payroll check **may not be** direct deposited)

*Cancellation by the Employee:* You may stop participating in direct deposit at any time by notifying your campus payroll office and completing a new Direct Deposit Authorization Agreement. On a new form, check the cancel box, fill in your name Social Security number, account number and account type and then sign and date the form. The cancellation will not take effect until it is processed by the TU.

#### **Change in Financial Institution:**

To change the financial institution into which you deposit fund, you must complete a new enrollment form to start direct deposit with the new financial institution. A change in financial institution will cause that direct deposit to terminate and it may take up to two payroll periods for the new direct deposit to start.

#### **Your Responsibilities:**

- You are responsible for verifying (with your bank) the accuracy of your bank account number when your enrollment form is completed and for confirming (with your bank) that your net pay deposit us in your account on the first payday when you received your direct deposit statement, If the information on the statement is incorrect (for example, if the account number to which the funds have been deposited is incorrect), you must notify your campus payroll office immediately.
- You are responsible for verifying that your direct deposit has occurred each payday. Please note that direct deposit is not guaranteed and it is your responsibility to verify the availability funds in your accounts, (you are responsible for notifying payroll office if a direct deposit did not occur).
- You are responsible for notifying the payroll office if you change banks or account number. You must complete the new Direct Deposit Authorization Agreement.
- You must notify your campus payroll office if your bank account has been closed. You must complete Direct Deposit Authorization Agreement to cancel the direct deposit (see above for cancellation instruction). If you wish to continue direct deposit to another account, you must complete a new enrollment form.
- You are responsible for payment of nay charges that may be incurred against your account as a result of direct deposit.
- You must repay TU if an overpayment occurs as the result of a direct deposit, Your pay maybe delayed as the result of an error in direct deposit, so you must notify your campus payroll office immediately when you become aware of an error. By signing the Direct Deposit Authorization Agreement, you give TU authorization to retrieve funds from your bank account in order to collect funds to which you were not entitled.

#### **Miscellaneous:**

Your funds should be deposited to your account on payday, Please check with your financial institution for more information regarding when your funds will be available to you.

Once the direct deposit starts you will receive a Direct Deposit statement of payments.