

Direct Deposit Form

Notre Dame of Maryland University • Office of Human Resources
4701 North Charles Street • Baltimore, MD 21210 • (410) 532-5397 • Fax (410) 532-5785

New banking information must run through the pre-note process –

YOUR 1ST PAY AFTER ADDING OR CHANGING AN ACCOUNT WILL BE A LIVE CHECK.

All live checks will need to be deposited or cashed by the employee.

If the pre-note process is successful, your paycheck will be direct deposited on the following pay date.

PLEASE ADD THE FOLLOWING ACCOUNT:

Banking Institution: _____

Routing Number: _____ Account Number: _____

This is a Checking account _____ or Savings account _____ *(please select one)*

I wish to deposit: full amount of net pay _____ or set amount \$_____ *(please select one)*

PLEASE CHANGE THE FOLLOWING ACCOUNT:

Banking Institution: _____

Routing Number: _____ Account Number: _____

This is a Checking account _____ or Savings account _____ *(please select one)*

I wish to deposit: full amount of net pay _____ or set amount \$_____ *(please select one)*

PLEASE DELETE THE FOLLOWING ACCOUNT:

Banking Institution: _____

Routing Number: _____ Account Number: _____

I authorize Notre Dame of Maryland University and the bank(s) listed above to initiate credit entries into my bank account(s) listed above. If funds to which I am not entitled are debited/credited to/from my account due to error or any other reason, I authorize Notre Dame of Maryland University to direct the bank to return said funds to the University. I understand that my deposit/debit may not be debited/credited to my account for up to two (2) business days after the transaction has been sent to the bank for processing.

Print Name

Phone Number

Signature

Date

*I understand that this authorization will remain in effect unless I advise
Notre Dame of Maryland University that I have revoked it.*