

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 accounts must run through the pre-note process – YOUR 1ST PAY WILL BE A **LIVE CHECK**.
If the pre-note process is successful, your paycheck will be direct deposited on the following pay date.

Please deposit my earnings into the following account(s):

1. This account is _____ NEW _____ EXISTING _____ CANCELED *(please select one)*

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)*

2. This account is _____ NEW _____ EXISTING _____ CANCELED *(please select one)*

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)*

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.*