

## Recurring Direct Deposit Authorization Form

- Create or Change setup using my existing bank information on file with the University.<sup>1</sup>
- Create or Change setup using bank information provided below. (Department Acknowledgements section required.)
- Cancel Direct Deposit.

### PAYEE INFORMATION & DISCLOSURES

The Payee hereby authorizes the University of Utah to deposit Traineeship payments directly to the account indicated below and to initiate, if necessary, any debit entries and adjustments for any direct deposit errors made. The Payee understands that **it is the Payee's responsibility** to check the account on the next business day after receiving the payment advice to ensure that the account was properly credited. This authority will remain in effect for the duration of the Traineeship. The University **will not** be liable for Payee's bank charges resulting from problems associated with direct deposit such as: error in Payee provided bank information, or lack of Payee notification when a bank account is closed.

PAYEE PRINTED NAME	PAYEE EMAIL ADDRESS	UNID	DATE
SIGNATURE OF AUTHORIZED SIGNER ON BANK ACCOUNT	PAYEE PHONE NUMBER		

### BANK INFORMATION

(This section not applicable if using existing bank information on file with the University)

BANK OR CREDIT UNION NAME	ACCOUNT TYPE (CHECKING/SAVINGS) <sup>2</sup>
TRANSIT (ABA)/ROUTING NO. (9 DIGITS)	ACCOUNT NUMBER

Attach a voided check or deposit slip for this bank account to the Direct Deposit form and forward this form along with the Traineeship form to Accounts Payable. If a voided check or deposit slip is unavailable, please attach a memo from the bank stating the bank routing number and the account number for the direct deposit.

### SPONSORING DEPARTMENT DISCLOSURES

When an individual receiving a Traineeship is no longer qualified to receive these payments, the sponsoring department must submit a terminating Traineeship form by the established deadlines to stop the next payment. If the payment is not stopped, it will be the responsibility of the department to recover the funds from the individual if there are insufficient funds in the person's bank account to cover the overpayment. If the overpayment is not collected, any charges to a grant or contract would have to be moved to an unrestricted chartfield.

SPONSORING DEPARTMENT	SIGNATURE OF DEPARTMENT CHAIRPERSON/DIRECTOR
DEPARTMENT EMAIL ADDRESS	PRINTED NAME OF ABOVE SIGNATORY

### DEPARTMENT ACKNOWLEDGEMENTS

(This section not applicable if using existing bank information on file with the University; GFA authorized individual required)

- I acknowledge that my department is responsible for obtaining valid and correct bank account information and that an error or misdirection could result in total loss of funds transferred.
- I certify that my department has properly verified the bank account information provided and that it is correct with respect to the payee named on this form.

PRINTED NAME	SIGNATURE	UID	DATE
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### PRIVACY AND NOTIFICATION

The principal purpose for requesting the information on this form is to verify your identity and set-up your account to receive direct deposits for Traineeship payments. Furnishing your name, email address, bank account information on this form is mandatory - failure to provide such information will delay or may even prevent the payment for which this form is being filled out. **Information on this form is used by the University's Accounts Payable department for Traineeship Payments.**

<sup>1</sup>Bank setup information located at <https://gate.acs.utah.edu>. For Students, select Student Tab, Finance, Tuition and Loans, Tuition Refund Direct Deposit. For Employees, select Employee Tab, My Human Resources/Payroll, Payroll, Taxes and Salary, Direct Deposit.

<sup>2</sup>The bank routing number may be different for electronic deposits than it is for manual deposits (the number shown on your deposit slip). If you are using an account type other than 'Checking', please verify the correct electronic routing number by calling your financial institution.

**Accounts Payable 201 S Presidents Circle, Rm 145, Salt Lake City, UT 84112**

Park Building, Rm 145 PHONE: 801-581-6976 FAX: 801-585-6443 <http://fbs.admin.utah.edu/accounts payable/> April 2017