

Employee Information		
Name: <input style="width: 30%; border: none;" type="text"/> <input style="width: 30%; border: none;" type="text"/> <input style="width: 30%; border: none;" type="text"/>		
First	Middle	Last
Employee ID# : <input style="width: 15%; border: none;" type="text"/>	OR Last 4 digits of SSN: <input style="width: 15%; border: none;" type="text"/> <input style="width: 15%; border: none;" type="text"/> <input style="width: 15%; border: none;" type="text"/>	Phone No: <input style="width: 30%; border: none;" type="text"/>
Payment type: <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Semi-Monthly		
<p>You may deposit your payments into the maximum of five (5) separate banks/accounts. Complete all bank information for each bank and/or account and check action box in left hand column. (Check the START box for all NEW banks or accounts. Check the STOP box to CANCEL deposit into specific bank. Check the CHANGE box to AMEND amounts, account numbers and/or account type.)</p>		

	Bank Information
Check one action box for each bank and/or account <input type="checkbox"/> Start (New) <input type="checkbox"/> Stop <input type="checkbox"/> Change	Bank # 1 Name: <input style="width: 95%; border: none;" type="text"/> Type of Account (select one): <input type="checkbox"/> Checking <input type="checkbox"/> Savings <input style="width: 10%; border: none;" type="text"/> % of Net <input type="checkbox"/> OR Specific \$ Amount <input style="width: 10%; border: none;" type="text"/> OR <input type="checkbox"/> Remainder of Net Pay Transit Routing No.: <input style="width: 30%; border: none;" type="text"/> Account No.: <input style="width: 40%; border: none;" type="text"/>
<input type="checkbox"/> Start (New) <input type="checkbox"/> Stop <input type="checkbox"/> Change	Bank #2 Name: <input style="width: 95%; border: none;" type="text"/> Type of Account (select one): <input type="checkbox"/> Checking <input type="checkbox"/> Savings <input style="width: 10%; border: none;" type="text"/> % of Net <input type="checkbox"/> OR Specific \$ Amount <input style="width: 10%; border: none;" type="text"/> OR <input type="checkbox"/> Remainder of Net Pay Transit Routing No.: <input style="width: 30%; border: none;" type="text"/> Account No.: <input style="width: 40%; border: none;" type="text"/>
<input type="checkbox"/> Start (New) <input type="checkbox"/> Stop <input type="checkbox"/> Change	Bank #3 Name: <input style="width: 95%; border: none;" type="text"/> Type of Account (select one): <input type="checkbox"/> Checking <input type="checkbox"/> Savings <input style="width: 10%; border: none;" type="text"/> % of Net <input type="checkbox"/> OR Specific \$ Amount <input style="width: 10%; border: none;" type="text"/> OR <input type="checkbox"/> Remainder of Net Pay Transit Routing No.: <input style="width: 30%; border: none;" type="text"/> Account No.: <input style="width: 40%; border: none;" type="text"/>
<input type="checkbox"/> Start (New) <input type="checkbox"/> Stop <input type="checkbox"/> Change	Bank #4 Name: <input style="width: 95%; border: none;" type="text"/> Type of Account (select one): <input type="checkbox"/> Checking <input type="checkbox"/> Savings <input style="width: 10%; border: none;" type="text"/> % of Net <input type="checkbox"/> OR Specific \$ Amount <input style="width: 10%; border: none;" type="text"/> OR <input type="checkbox"/> Remainder of Net Pay Transit Routing No.: <input style="width: 30%; border: none;" type="text"/> Account No.: <input style="width: 40%; border: none;" type="text"/>
<input type="checkbox"/> Start (New) <input type="checkbox"/> Stop <input type="checkbox"/> Change	Bank #5 Name: <input style="width: 95%; border: none;" type="text"/> Type of Account (select one): <input type="checkbox"/> Checking <input type="checkbox"/> Savings <input style="width: 10%; border: none;" type="text"/> % of Net <input type="checkbox"/> OR Specific \$ Amount <input style="width: 10%; border: none;" type="text"/> OR <input type="checkbox"/> Remainder of Net Pay Transit Routing No.: <input style="width: 30%; border: none;" type="text"/> Account No.: <input style="width: 40%; border: none;" type="text"/>

Transit Routing No: <input style="width: 95%; border: none;" type="text"/> <small>First series of nine numbers</small>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> Pat Smith Shady Lane Pay to order of _____ Dollars Memo 123456789 _____ 000012345678 9876 ↓ (Transit Routing No.) ↓ (Account Number) </td> <td style="width: 50%; border: none; text-align: right;"> 9876 Date ____ 20 ____ Account No: _____ <small>Second series of numbers</small> </td> </tr> </table>	Pat Smith Shady Lane Pay to order of _____ Dollars Memo 123456789 _____ 000012345678 9876 ↓ (Transit Routing No.) ↓ (Account Number)	9876 Date ____ 20 ____ Account No: _____ <small>Second series of numbers</small>	Account No: <input style="width: 95%; border: none;" type="text"/>
Pat Smith Shady Lane Pay to order of _____ Dollars Memo 123456789 _____ 000012345678 9876 ↓ (Transit Routing No.) ↓ (Account Number)	9876 Date ____ 20 ____ Account No: _____ <small>Second series of numbers</small>			

PLEASE NOTE: DO NOT ATTACH A VOIDED BLANK CHECK TO THIS FORM. IT IS NO LONGER REQUIRED.

IMPORTANT: There has been recent changes to the payment system rules for direct deposit.
 Do you receive your payment via direct deposit at a U.S. bank and then have the **entire** amount forwarded to a bank in another country? YES NO If yes, please note that there are new formatting requirements for these transactions that Yale needs to follow. It will not impact your payment.

Please read the following information carefully:	
I hereby authorize the direct deposit of my net pay by my employer in the account and financial institution indicated. Such deposit will be made on each succeeding payday* unless I choose to terminate this agreement in writing to the University. Any such notification to the University shall become effective following receipt, after a reasonable opportunity to act on it. In the event that the University erroneously deposits funds into my account, I hereby authorize it to debit my account not to exceed the original amount of the credit.	
Signature: <input style="width: 90%; border: none;" type="text"/>	Date: <input style="width: 20%; border: none;" type="text"/>
Processed Online By (signature): <input style="width: 90%; border: none;" type="text"/>	Date: <input style="width: 20%; border: none;" type="text"/>
Information relating to direct deposit 1. DO NOT close, cancel, or change your existing bank account without first completing a new Direct Deposit Request Form or consulting with the Employee Service Center at (203) 432-5552. 2. Forms may be mailed via US mail to the Employee Service Center, 221 Whitney Ave., New Haven, CT 06511, via e-mail to Employee.Services@yale.edu or via fax to (203) 432-5153.	