



# UNIVERSITY OF NEBRASKA MULTIPLE DIRECT DEPOSIT FORM

Please PRINT or TYPE

Employee Name \_\_\_\_\_ Personnel #

Last Name \_\_\_\_\_ First name \_\_\_\_\_ MI \_\_\_\_\_

Campus Work Address \_\_\_\_\_ Work Phone

Location \_\_\_\_\_

Home Dept Name \_\_\_\_\_

Check Payroll Type:  
 Bi-weekly  
 Monthly

## PAYROLL DIRECT DEPOSIT OPTION(S)

**You MUST ATTACH a preprinted original or photocopy of a blank check, OR a voided check, OR top of a financial statement showing a preprinted account number for EACH option selected below**

<b>1</b>	Add		PRIMARY Financial Institution Name	Route Transit #	Account Number:		Checking	<input type="checkbox"/>
	Change		<input type="text"/>	<input type="text"/>	<input type="text"/>		Savings	<input type="checkbox"/>
	Cancel							

ALL NET PAY WILL BE DEPOSITED -- NO DOLLAR AMOUNT NEEDED

<b>2</b>	Add		SECOND Financial Institution Name:	Route Transit #	Account Number:		Checking	<input type="checkbox"/>
	Change		<input type="text"/>	<input type="text"/>	<input type="text"/>		Savings	<input type="checkbox"/>
	Cancel							

DOLLAR AMOUNT DEPOSITED EACH PAYDAY \$ \_\_\_\_\_

<b>3</b>	Add		THIRD Financial Institution Name:	Route Transit #	Account Number:		Checking	<input type="checkbox"/>
	Change		<input type="text"/>	<input type="text"/>	<input type="text"/>		Savings	<input type="checkbox"/>
	Cancel							

DOLLAR AMOUNT DEPOSITED EACH PAYDAY \$ \_\_\_\_\_

<b>4</b>	Add		FOURTH Financial Institution Name:	Route Transit #	Account Number:		Checking	<input type="checkbox"/>
	Change		<input type="text"/>	<input type="text"/>	<input type="text"/>		Savings	<input type="checkbox"/>
	Cancel							

DOLLAR AMOUNT DEPOSITED EACH PAYDAY \$ \_\_\_\_\_

I hereby authorize the University to directly deposit into the Financial Institution account number(s) listed above, as well as authorize the Institution(s) to post the pay to the above listed account(s). I authorize the University to initiate debit entries to above designated account(s) as may be necessary to correct erroneous credit entries and authorize the listed Financial Institution(s) to subtract such entries from the above designated account(s).

This agreement is effective on the next payroll processing after the signature date below and will remain in force until the University receives notice of change or cancellation from me. A primary financial institution must be provided at a minimum. Any notice of cancellation must be received by the University in such a manner as to afford the University reasonable opportunity to act on it.

I understand and approve the authorization(s) or cancellation(s) as indicated above. This agreement supersedes all Multiple Direct Deposit forms with a prior date and must be signed and dated for any action on the part of the University.

**EMPLOYEE SIGNATURE:**

**DATE:**

*Please Note: There have been recent changes to the payment system rules for direct deposit of payroll. If you receive your payroll via direct deposit at a bank located in the United States and then have the entire payroll amount forwarded to a bank in another country, please advise the payroll department (or specific individual with your department). There are new formatting requirements for these transactions that the University of Nebraska needs to follow. It will not impact your payroll.*

THE SECTION BELOW IS FOR PAYROLL USE ONLY				
OPTIONS:	OPTION 1	OPTION 2	OPTION 3	OPTION 4
ROUTE TRANSIT #				
ACCOUNT #				
CHECKING/SAVING				
ENTRY DATE				

**See Reverse Side of This Form for More Information on Direct Deposit**

## Use the Multiple Electronic Payroll Direct Deposit System

### How does payroll direct deposit work?

The University of Nebraska requires ALL employees to participate in the convenience of Multiple Electronic Payroll Direct Deposit. The electronic payroll direct deposit program allows you to have your pay automatically deposited directly into your personal checking or saving account(s). Most financial institutions throughout Nebraska and the United States are in the direct deposit network. Once you sign up for direct deposit, the University will send electronically your deposit amount(s) to your financial institution(s). The University will provide you a pay advice showing the detail of the payroll amounts deposited, electronically or hard copy, depending on appointment type to your account(s), one or two days before payday. You may add, change, or cancel deposit information by completing a new direct deposit form\*. You may designate a dollar amount to be deposited into up to three different institutions, as well as, your remaining net pay deposited into a primary institution. Your payroll will be deposited as soon as your direct deposit form is processed by the appropriate campus payroll area.

\* Or make the change via Firefly's Employee Self Service (ESS)

### There are numerous benefits to the electronic direct deposit of your pay:

- Employees are not limited to Lincoln and Omaha financial institutions
- Quick and extremely convenient
- Deposit(s) will be available to you at the start of your financial institution's business day on payday, even if your account is in another city
- Deposit(s) are made automatically without any effort on your part, after your authorization form has been submitted for processing
- Safety and confidentiality is assured with electronic transfer to your account(s)
- Absolutely no charge to you for this electronic deposit service
- Receive a statement of your earnings and deductions similar to your current payroll stub
- Amount(s) of your direct deposit(s) will appear on the monthly statement you receive from your financial institution
- Know the amount of your deposit(s) before payday because a PAYROLL DEPOSIT ADVICE is available to you a day or two before payday
- Start earning interest on your money immediately when electronically deposited to an interest bearing account
- Avoid long lobby and drive-in lines
- No risk of misplacing your check
- Eliminates the possibility of your check being lost or stolen and forged
- Eliminates the need to go out to deposit your check in inclement weather
- Saves postage costs and avoids delays of banking by mail
- Avoids the occasional necessity of cashing full pay checks and carrying large amounts of cash
- Advantage of depositing with four different institutions at the same time
- Withdraw cash from your financial institution(s), at your convenience, since your money is in your account(s) on payday

### With the multiple electronic direct deposit service, your pay will be transferred to your account(s) in all eventualities, even if you are:

- Sick
- On vacation
- Out of town
- Not scheduled to work on payday
- Working off hours

### For more information or questions concerning payroll direct deposit contact:

- UNO Payroll Office (402) 554-2325

### RETURN COMPLETED FORMS TO:

UNO  
Payroll Office  
205 Eppley Administration Building