UNIVERSITY OF NEBRASKA MULTIPLE DIRECT DEPOSIT FORM
Please PRINT or TYPE

Employee Name _____ SSN _____

Last Name   First name   MI

Campus Work Address _____ Work Phone _____

Location

_____ Check Payroll Type:

☐ Bi-weekly

Home Dept Name _____

☐ 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

Option 1
| Add | | Change | | Cancel | |

PRIMARY Financial Institution Name   Route Transit #   Account Number: ☐ Checking ☐ Savings

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

Option 2
| Add | | Change | | Cancel | |

SECOND Financial Institution Name: Route Transit #   Account Number: ☐ Checking ☐ Savings

DOLLAR AMOUNT DEPOSITED EACH PAYDAY $ _____

Option 3
| Add | | Change | | Cancel | |

THIRD Financial Institution Name: Route Transit #   Account Number: ☐ Checking ☐ Savings

DOLLAR AMOUNT DEPOSITED EACH PAYDAY $ _____

Option 4
| Add | | Change | | Cancel | |

FOURTH Financial Institution Name: Route Transit #   Account Number: ☐ Checking ☐ Savings

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.

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)

UNO Payroll Office (402) 554-2325