Bucknell University Direct Deposit Authorization Form

Employee's Authorization

Please complete and return to Bucknell University's Payroll Office or Human Resources.

I authorize the financial institutions listed below and Bucknell University to deposit my pay automatically to my accounts each payday. This authority will remain in effect until I have cancelled it in writing.

Instructions:

1. Mark the box before the type of account to indicate whether your pay will be deposited in your checking or savings acct.
2. Complete ***all*** information in the spaces provided below. You may choose Percent or Dollar Amount, not both. Total percent must equal 100. If choosing only one bank, use the First Bank line. If choosing only 2 banks, use the First and Last Bank lines.
3. **Attach a voided check, if depositing to a checking account, for verification of all financial institution information. For deposits to a savings account, please attach a verification of the ABA number and your account number from each financial institution.**

First Bank Name	Routing & Transit Number (ABA)	Account Number ☐checking ☐savings	Percent		Dollar Amount
Service 1st FCU	231387602			OR	

Second Bank Name	Routing & Transit number (ABA)	Account Number ☐checking ☐savings	Percent		Dollar Amount
				OR	

Last Bank Name	Routing & Transit Number (ABA)	Account Number ☐checking ☐savings	Percent = 100%		Dollar Amount
				OR	balance of pay

Date	Name (please print)	BU ID Number	Signature

NOTE: Be sure to sign this form and
Attach a voided check or other verification of all financial institution information