

UNIVERSITY OF KENTUCKY AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT

DIRECT DEPOSIT IS MANDATORY FOR ALL UK EMPLOYEES

An employee can now choose two banks to have your pay direct deposited. When choosing a second bank, you must enter either an amount or a percent to go to the second bank. The remainder will go to your first bank.

Advantages to direct deposit:

- * Eliminate trips or mailings to the bank to deposit paychecks.
- * Be assured your pay will be deposited on payday even when you are on vacation or out of town
- * Eliminate the danger of lost and stolen checks.

The direct deposit service is available to you no matter where you bank in Kentucky, or, in fact, in the entire country, as long as your bank is a member of the National Automated Clearing House Association (NACHA). We will deposit your pay, on payday, to any of the 12,000 commercial banks, savings and loan institutions, and credit unions which are members of the NACHA organization.

Obtaining the benefits of direct deposit service takes only three easy steps:

1. Complete the attached authorization agreement.
2. ATTACH A VOIDED CHECK FOR YOUR PERSONAL BANK ACCOUNT.
3. Forward the authorization agreement and deposit slip or voided check to:
University of Kentucky Payroll Office
Room 340 Service Building, 0005.

If you terminate your employment with the University send a form to stop your direct deposit. Otherwise, if you return to work at the University, your direct deposit may still be active.

QUESTIONS YOU MAY HAVE ABOUT THE DIRECT DEPOSIT PROGRAM

Can I receive a deposit in a checking, savings or NOW account?

Yes.

How do I know that a deposit has been made to my account?

You will receive an earnings statement on payday to show how much you have earned, a detail of your deductions, and how much has been deposited to your account. Your bank will also show the deposit on your monthly statement. **PRIOR TO WRITING CHECKS, YOU SHOULD VERIFY THAT YOUR DEPOSIT HAS BEEN MADE.**

What do I do if I want to change banks or accounts once I am in the program?

To change banks or accounts, you must complete a new Authorization Agreement for Direct Deposit. The change will probably take one month, during which time you will receive a regular paycheck. Mark box "Change in banks or accounts." Again, check with your department on payday to see if your deposit went through or to pick up a check.

Please contact your Payroll Office if you have additional questions, or if you need assistance in enrolling in the program.

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Employee Name _____
(Please Print) Last First Initial Person ID

Direct Deposit to: _____
Name of bank or financial institution

Bank #1 <i>Select One</i> <input type="checkbox"/> New Enrollment <input type="checkbox"/> Change in banks or accounts <input type="checkbox"/> Stop direct deposit PLEASE ATTACH A VOIDED CHECK TO THIS FORM	<input type="checkbox"/> Checking <input type="checkbox"/> Savings <i>Select One</i>
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Direct Deposit to: _____
Name of bank or financial institution

Percentage to Bank #2: _____%
 Amount to Bank #2: \$ _____

Bank #2 <i>Select One</i> <input type="checkbox"/> New Enrollment <input type="checkbox"/> Change in banks or accounts <input type="checkbox"/> Stop direct deposit PLEASE ATTACH A VOIDED CHECK TO THIS FORM	<input type="checkbox"/> Checking <input type="checkbox"/> Savings <i>Select One</i>
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I hereby authorize the University of Kentucky to deposit my net pay automatically to my account at the financial institution indicated above. **I also authorize withdrawal transactions from my account in the event of an overpayment or erroneous deposit.**

Employee Signature

Date