



1001 E Sain St • Fayetteville Arkansas 72703

Electronic Payment Authorization Form

Employee Name _____ UARK ID _____

Home or Work Phone _____

Email _____

The preferred method of enrolling in direct deposit is utilizing the employee self-service in Workday. Please make sure you are signed into the on-campus network or if working remote using Global Protect VPN. If it is necessary to complete a paper form, documentation is required for processing. If using Workday services, no documentation is required.

I hereby authorize the University of Arkansas to deposit my net pay and, if necessary, to make adjustments for any entries in error to my accounts(s) indicated below. The authorization will remain in effect until I have given the University of Arkansas notification of changes. The University of Arkansas is not responsible for the accuracy of the information provided and inaccurate information will delay the implementation of the electronic payment.

Priority – Your pay can be disbursed to up to 10 different accounts even if they are with different financial institutions. You must attach a voided blank check or printed form from your financial institution for each account listed to validate the 9-digit routing number and account number. (Only if you are adding a new bank or changing an account number)

Dollar and Percent Allocation – Write in the amount or percentage you would like to go into each account, only a dollar or percent can be indicated for each account. If you split it into more than one account, the last account should always be the balance account. It will receive the balance of your net pay.

Table with 6 columns: Banking Priority, Bank Name, Account Number, C=Checking S=Savings, Dollar Allocation, Percent Allocation. Rows 1-7.

I understand I may view my pay slips by signing into Workday and viewing My Pay.

Signature:

Date:
