

## Direct Deposit of Payroll

As an employee of The University of Tennessee, you are provided the convenience and security of having your pay automatically deposited into your personal bank account.

Automatic deposit of your pay into the personal account of your choice means you can....

- 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 or stolen checks.

The University will deposit your pay to any of thousands of commercial banks, savings and loan institutions, and credit unions which are members of the Automated Clearing House (NACHA) organization.

Please follow the simple steps below:

1. Complete the attached authorization form and detach it from this brochure.
2. Attach a copy of a voided check for checking account(s). For other types of accounts, contact your bank(s) for the routing number and account number. (Be sure to tell them the account information is for ACH deposit.)
3. Forward your authorization form and voided check to your campus payroll office.

## Questions you may have about the Direct Deposit Program

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

The University will send you 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(s). Your bank will show the deposit on your monthly statement.

*When will direct deposit begin?*

The first pay period after the Payroll Department receives your direct deposit authorization form.

*When will my pay be deposited into my account?*

On your payday. Funds will not be available prior to that date.

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

If you change your bank or bank account, you must complete a new authorization form as soon as possible. The change will be effective with your next payroll.

*Can I elect to direct deposit my pay into checking, savings, or NOW accounts?*

Yes. You may choose to deposit your pay into any type of account.

*Can I direct deposit my pay into more than one bank account?*

Yes. You may elect to deposit your pay into two different accounts and/or financial institutions.

*How will my pay be deposited if I choose to direct deposit into two accounts?*

If you choose to direct deposit into two accounts, you must designate one account as your primary account and the other as secondary. The secondary account will require a fixed dollar amount. Your pay will be split into the two accounts with the fixed dollar amount deposited into the secondary account and all remaining pay deposited to the primary account. If your net pay is less than the fixed dollar amount, all of the net pay will be deposited into the secondary account.

*Does it matter whether I designate my savings account as my primary account?*

No. You may direct deposit into a checking and a savings account, two checking accounts, two savings accounts, etc. The choice is up to you.

*Where will my travel reimbursements be deposited?*

Unless you have completed the Travel Reimbursement section of this form, travel reimbursements will be deposited into your Primary Account. If you wish to have these funds deposited into a different account, you should complete the Travel Reimbursement section of the enrollment form.

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