

How to Complete a Direct Deposit Form (as a new employees):

- 1) Download a [Direct Deposit form](#) and read the instructions at the top of the form
- 2) Indicate that you are a “New Enrollment”
- 3) Add your 850# (on your info sheet) and name
- 4) Most people put “100%” or “All of my net pay”
- 5) Indicate whether this is a checking or savings account
- 6) Just write the name (or initials) of your bank – no address necessary
- 7) Read the authorization and sign the direct deposit form
- 8) Attached an actual voided check or a bank issued form showing routing and account number.
 - If you are working on campus, your department can give you instructions on how to send to payroll through intradepartmental mail: Payroll – Campus Box 5998
 - If you are working remotely, send through US Mail to Payroll, 601 S. College Road, Wilmington, NC 28403-5998 or scan your information to Payroll at payroll@uncw.edu .

Payroll-DD
(Rev. Sept 2017)

**University of North Carolina Wilmington
DIRECT DEPOSIT AUTHORIZATION FORM**

If you are enrolling in Direct Deposit:

- Complete the authorization form below
- A pay stub will be sent to your UNCW email the day before each payday
- New enrollment forms received in the payroll office before the 1st of the month(students/temps) or the 15th of the month (faculty/staff) will be effective in the current month.

If you are changing or adding accounts:

- When adding a second account, your pay will be deposited into your current primary account.
- The change will be effective with the second payroll after submitting this form.

If you are canceling Direct Deposit

- VERY IMPORTANT: Please notify the Payroll Department **before closing any direct deposit accounts.**

I wish to: New Enrollment Change Amount
 Change Bank Change Account Number (same bank)
 Add 2nd Bank (% or flat \$) Cancel Direct Deposit

Please type or print except for signature.

Banner ID (850#)	Employee's First Name	MI	Last Name
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A voided check or bank issued form showing routing and account number must be attached

1. Deposit	<input type="checkbox"/> Checking <input type="checkbox"/> Savings account with	Financial Institution
2. Deposit	<input type="checkbox"/> Checking <input type="checkbox"/> Savings account with	Financial Institution

I authorize UNIVERSITY OF NORTH CAROLINA WILMINGTON to credit automatically to the accounts stated above on this form (OR to cancel direct deposit if so indicated above). This authorization is to remain in effect until revoked by me in writing or until I terminate my employment with the University.

Sign your full name and date

Employee's Signature

Date

Return this form to:
University of North Carolina Wilmington
Payroll Office
2nd Floor of Administrative Annex Bldg.
622 MacMillan Ave.
Mailing address: 601 South College Road
Wilmington, NC 28403-5998

REQUIRED

**Most people put
"100%" or "All of
my Net Pay" in
one account**

Name of Bank

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Banner ID (850#)	Employee's First Name	MI	Last Name
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Enter % or flat \$ = must equal 100% of your net pay	Checking	Financial Institution
1. Deposit	each pay period into my	Savings account with
Enter % or flat \$ = must equal 100% of your net pay	Checking	Financial Institution
2. Deposit	each pay period into my	Savings account with

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