



**DIRECT DEPOSIT APPLICATION**

Heidelberg University requires direct deposit of all payroll and employee reimbursements. Please complete the following information legibly. You may divide your payroll into more than one account. You must select one (1) account for employee reimbursements. You may change your direct deposit information at any time throughout the year. One account must be the "Balance" account.

Check One Account for Reimbursements

USE FOR EMPLOYEE REIMBURSEMENT

Name/City/State of Banking Institution: \_\_\_\_\_

Routing Number \_\_\_\_\_ Account Number: \_\_\_\_\_

This is a:  Checking Acct:  Savings Account Amount (\$ or % or Balance): \_\_\_\_\_

USE FOR EMPLOYEE REIMBURSEMENT

Name/City/State of Banking Institution: \_\_\_\_\_

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This is a:  Checking Acct:  Savings Account Amount (\$ or % or Balance): \_\_\_\_\_

**AUTHORIZATION OF DIRECT DEPOSIT**

I authorize Heidelberg University to directly deposit all payments to me, from the University Payroll or Accounts Payable/Business Office, into my account(s) in the financial institution(s) named above. This agreement is in effect from the date of signature until termination from Heidelberg University or upon a new Authorization.

Name of Employee (Please Print): \_\_\_\_\_

Signature of Employee: \_\_\_\_\_

Heidelberg ID: \_\_\_\_\_ Date: \_\_\_\_\_