NEW YORK UNIVERSITY
A private university in the public service

Clear Form

Accounts Payable/Payroll/Stipend Payments
726 Broadway, 9th Floor, New York, NY 10003

DIRECT DEPOSIT AUTHORIZATION FORM

FOR PAY CHECK, STIPEND CHECK, AND EXPENSE REIMBURSEMENT

Instructions:

1. Please complete the Authorization Agreement and Bank Information sections of this form.
2. You may have your payment deposited in any existing bank provided it is a member of the Automatic Clearinghouse. Your bank probably is a member, but if it is not, you will notified.
*3. For a **checking** account, include a blank voided check or a statement from your bank indicating the ACH routing number and account number.*
*4. For a **savings** account, obtain a statement from your bank indicating the ACH routing number and account number.*
5. A deposit form will not be accepted as proof of routing number or account number.
6. Return this completed form and appropriate attachments to 726 Broadway, 9th Floor, New York, NY 10003.

1. Check all that apply: Paycheck and/or Stipend ☐ Expense Reimbursement ☐

2. Employee/Student Information: New Enrollment ☐ Change Existing Information ☐

Employee/Student Name	**NYU ID:**
Home Address:	**NYU Net ID:**
	NYU Telephone Number:
NYU Department:	**NYU Email:** (for remittance information)

Indicate How Frequently You Are Paid (check one): Monthly ☐ Semi-Monthly ☐ Bi-Weekly ☐ Weekly ☐

3. Bank Information:

Account Type (check one): Savings ☐ or Checking ☐ **Bank Name** _____

Branch Address _____ **City** _____ **State** _____ **Zip** _____

Your ACH routing number appears at the bottom of your checks between the markings indicated below.

⑆ __ __ __ __ __ __ __ __ __ ⑆ _____

ACH Routing Number (first 9 digits only) **Account Number**

AUTHORIZATION AGREEMENT

*I authorize New York University to make electronic deposits of payments indicated in section 1 above. This authority will remain in effect until I have given written notice of termination or until New York University has notified me that this service has been discontinued. In the event of changes to my information, I understand that I must give advance notice to allow reasonable time for my instructions to be executed. In the event that an incorrect amount should be entered into my account, I authorize my bank and New York University to make the appropriate adjustment. If you provide either a voided check or a bank statement verifying your ACH routing and account numbers, deposits will take effect with the next paycheck or reimbursement processed. If no voided check or bank statement is provided then your Direct Deposit agreement will become effective as follows: at least a **one-month delay** for monthly, semi monthly and bi-weekly paid employees/students, and a **two-week delay** for weekly paid employees and Accounts Payable reimbursements. **A check will be issued until the agreement takes effect.***

_____ _____

Employee/Student Signature ***Date***

FOR PAYROLL AND ACCOUNTS PAYABLE DEPARTMENT USE ONLY		
Vendor ID	**Entry Date**	**Verified By**