

# Direct Deposit Information

<p><b>SHOULD I DO DIRECT DEPOSIT?</b></p>	<p><i>You should sign up for Direct Deposit if:</i></p> <ul style="list-style-type: none"> <li>• You anticipate working as a Student Employee for more than a week or two, or in future semesters.</li> <li>• You have a stable bank account that you anticipate retaining for the indefinite future.</li> </ul>
<p><b>HOW DOES DIRECT DEPOSIT WORK?</b></p>	<ul style="list-style-type: none"> <li>• If you sign up for Direct Deposit, Yale will directly credit the account you designate with the full amount of your paycheck.</li> <li>• Once Direct Deposit is in effect, a Statement is issued and sent wherever your check is normally delivered. DD Statements at the Student Employment Office are kept for six weeks.</li> </ul>
<p><b>WHAT IS THE TIMELINE ONCE I SIGN UP?</b></p>	<ul style="list-style-type: none"> <li>• <b>Yale takes two weeks to set up Direct Deposit.</b> Count on picking up your next two weekly paychecks, with DD starting thereafter.</li> </ul>
<p><b>HOW WILL I KNOW DIRECT DEPOSIT HAS BEGUN?</b></p>	<ul style="list-style-type: none"> <li>• Once you have submitted your request for Direct Deposit, continue to pick up your checks <i>until you receive your first Direct Deposit Statement.</i></li> <li>• The first time you pick up your Deposit Receipt rather than your actual paycheck, you will know the Direct Deposit has begun.</li> </ul>
<p><b>HOW DO I END DIRECT DEPOSIT OR CHANGE MY ACCOUNT?</b></p>	<ul style="list-style-type: none"> <li>• If you close or change your account, you must fill out a new Direct Deposit Form.</li> <li>• If you are changing your account numbers, you will mark “Change” on the top of the form.</li> <li>• If you are ending your Direct Deposit, you will mark “Stop” on the top of the form.</li> </ul>
<p><b>WHY DO I NEED THOSE NUMBERS FROM MY VOIDED CHECK?</b></p>	<ul style="list-style-type: none"> <li>• The numbers on the bottom of your check identify your bank and the correct account number of where your money will arrive electronically. <b><u>Do not</u> include a paper check.</b></li> </ul>
<p><b>WHERE DO I TURN IN MY FORM?</b></p>	<ul style="list-style-type: none"> <li>• Turn your form into the <b>Student Employment Office at 246 Church Street</b> on the 2<sup>nd</sup> Floor, or the <b>University Payroll Office</b> at 155 Whitney Avenue on the First Floor.</li> </ul>

**Payroll Services**

Cancel one option:

Start Direct Deposit

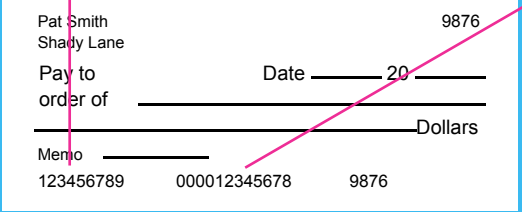
Change Direct Deposit

Stop Direct Deposit

*To stop, complete Employee  
Information and sign.*

Payment type:      Weekly      Monthly      Semi-Monthly      Bi-Weekly      Pension

Employee Information			
Name:			
	First	Middle	Last
SSN:			
			Phone No: <span style="border:1px solid black; width:20%;"></span>

Bank Information	
<b>**PLEASE NOTE: DO NOT ATTACH A VOIDED BLANK CHECK TO THIS FORM. IT IS NO LONGER REQUIRED.**</b>	
Bank Name:	
Type of Account (select one):	Checking      Savings
Transit Routing No.:*	
	Account No.:* <span style="border:1px solid black; width:40%;"></span>
	
<i>*Copy the numbers from your check in the locations shown here.</i>	

**Important Information for Weekly Employees and Students Paid Weekly:**

Upon receipt of accurate and timely input of weekly hours from employing departments, direct deposit of weekly wages will be made into your account each **Friday**.

**Please read the following information carefully:**

I hereby authorize the direct deposit of my net pay by my employer in the account and financial institution indicated. Such deposit will be made on each succeeding payday\* unless I choose to terminate this agreement in writing to the University. Any such notification to the University shall become effective following receipt, after a reasonable opportunity to act on it. In the event that the University erroneously deposits funds into my account, I hereby authorize it to debit my account not to exceed the original amount of the credit. (\*See **Important Information for Weekly Employees and Students Paid Weekly**, above.)

Signature: <span style="border:1px solid black; width:40%;"></span>	Date: <span style="border:1px solid black; width:20%;"></span>
Processed Online By (signature): <span style="border:1px solid black; width:40%;"></span>	Date: <span style="border:1px solid black; width:20%;"></span>

- Information relating to direct deposit**
- DO NOT** close, cancel, or change your existing bank account without first completing a new Direct Deposit Request Form or consulting with the Yale Payroll Department at 203 432-5408.
  - Making a change to your existing Direct Deposit may cause you to receive an actual check for one or two pay cycles before the deposit to the new bank or account takes effect.

**Yale Payroll Department**  
P.O. Box 208356  
New Haven, CT 06520-8356

Campus Address:  
155 Whitney Avenue, Room 100  
Mail Code: 489

Phone: 203 432-5408  
FAX: 203 432-6662