



University Payroll Office

Direct Deposit Authorization Form

Part I: Employee Information and Agreement

I voluntarily give my consent to receive all of my payroll earnings and my Accounts Payable reimbursements from Cornell University by direct deposit. Participating in direct deposit is not a condition of my employment. I can withdraw my consent at any time. I authorize Cornell University to deposit my funds into the personal checking or savings account(s) that I have established on my own, as indicated below, and if there are errors, to make the necessary corrections to my accounts. I understand that it is my responsibility to verify that funds are in my account before making withdrawals.

Deposit Action (select one): ☐ New ☐ Reactivate* ☐ Change* ☐ Stop*

***Note:** Reactivate = restart deposit to the account(s) currently listed in Workday (no voided check/verification required).
Change = Delete or add an account or change the amount deposited to an account.
Stop = stop deposit to all accounts.

Full Name _____ Employee ID _____ SSN _____

Unit/Department _____ Work Phone _____

_____ Date _____

Employee Signature _____

Part II: Accounts and Distribution

You may deposit at up to three banks and one 529 College Savings Program account. The **last listed bank will receive the balance of your pay**. Deposits to multiple accounts within a single bank must be arranged through your bank.

Bank 1 Name _____ Account Type ☐ Checking ☐ Savings

Routing # _____ Account # _____ Deposit Amount _____

Bank 2 Name _____ Account Type ☐ Checking ☐ Savings

Routing # _____ Account # _____ Deposit Amount _____

Bank 3 Name _____ Account Type ☐ Checking ☐ Savings

Routing # _____ Account # _____ Deposit Amount _____

529 College Savings Program **Note:** Be sure to include a copy of the 529 account verification form with this direct deposit request form.

Routing # _____ Account # _____ Deposit Amount _____

Return this signed form to the address or fax number below. For **NEW** requests, include a **voided check** or **account routing number verification** from the bank for each account listed. For **NEW** requests for deposits to 529 College Savings Program accounts, include a **529 account verification form**.

For security purposes, **do not email** this form or attachments.

Cornell University Payroll Office
377 Pine Tree Road, Ithaca, NY 14850
Fax: (607) 255-3198

If you need assistance with this form, please contact us at (607) 255-5194.