



TUFTS UNIVERSITY

Direct Deposit Authorization

Name:

(Please print) _____ Last Name First Name M.I.

Employee Id #: _____ Campus Phone: _____

Account 1

Name of Bank:	_____	
Address:	_____	
Transit ABA #:	_____	
Account #:	_____	
% of Pay :	_____ %	← OR →
	(up to 100%)	(choose only one)
Account Type: (please check one)		
	<input type="checkbox"/> Checking	
	<input type="checkbox"/> Savings	
Dollar Amount:	\$ _____	(per pay cycle)

Account 2

Name of Bank:	_____	
Address:	_____	
Transit ABA #:	_____	
Account #:	_____	
% of Pay :	_____ %	← OR →
	(up to 100%)	(choose only one)
Account Type: (please check one)		
	<input type="checkbox"/> Checking	
	<input type="checkbox"/> Savings	
Dollar Amount:	\$ _____	(per pay cycle)

I hereby authorize Tufts University to deposit the payment described above to my account at the financial institution named above. Also, Tufts University is authorized to adjust any over-deposit which is caused to be made to my account. I will not hold the financial institution named above liable for any erroneous deposits or adjustments made by Tufts University.

All new/changed accounts will be pre-noted for a minimum of one cycle. (Pre-noting is an electronic test to the financial institution to verify the Transit-ABA #, Account # and name on the account.) I understand that I will receive a paycheck until this process is completed.

Signature

Date

Attach Voided Check and/or Savings Account Deposit Slip Here

Jane Doe	1234
1 Main Street	Date: _____
Medford, MA 02155	
**** VOID ****	
PAY TO THE ORDER OF: _____	\$ _____
	DOLLARS
Memo _____	_____
2113-7077-9	24060415860
(Transit ABA#)	(Account #)
	1234
	Check #

How to Sign Up For Direct Deposit

Choose the option that you want for your direct deposit. You can have two direct deposit transactions per pay cycle. The options are:

- Option 1: 100% of your NET pay to either your checking or savings account
- Option 2: A specific dollar amount to one account and 100% of the balance of your NET pay to the other account.
- Option 3: A percentage of your pay to one account and the balance to the other. (Example: 40% savings and 60% checking)

Fill out the Direct Deposit Authorization form with your name, Employee ID Number, name of your financial institution and their Transit ABA number (the identification number), as well as your account number. Sign and date the form, attach a blank and voided check (**not** a deposit slip for checking accounts) to the form as verification of the Transit ABA and Account Numbers. Attach a deposit slip for a savings account direct deposit verification. We recommend that you check with your financial institution to verify their Transit ABA Number. When completed return to the HR Service Center.

Once the direct deposit form has been received it will be processed. There is a one cycle pre-noting which occurs before you can expect your direct deposit to begin. If there is a problem with the Transit ABA or account number, your financial institution will reject the transaction and Tufts will be contacted to take corrective action. You will be notified if any problem occurs.

University Credit Union Accounts

If you are depositing money into your University Credit Union account, you must fill out the Payroll Deduction Authorization Notice required by the Credit Union. The form must be authorized by the Credit Union so that they will have updated records for any changes that you request. This form should be sent directly to the University Credit Union, 846 Commonwealth Avenue, Boston, MA 02215.

How to Change Your Direct Deposit

To change your financial institution and/or your account number you must fill out a new Direct Deposit Authorization form and send it to the HR Service Center **before closing your existing account**.

Deposits into non-bank accounts require a Prefix from that institution for your account number. A Prefix identifies the type of account/fund into which your money is deposited.

For More Information:

Tufts University, HR Service Center, 200 Boston Avenue, Suite 1750, Medford, MA, 02155.

Main: 617-627-3075

Fax: 617-627-3536 or 4548

Homepage: <http://www.tufts.edu/hr>

Email: HR-ServiceCenter@tufts.edu