INSTRUCTIONS FOR COMPLETING DIRECT DEPOSIT AUTHORIZATION FORM

SECTION 1

Please complete Section 1 in its entirety. (Full legal name, Banner ID Number (begins with 'A'), Employing department name, and IIT email address).

Note: Please check correct category: FACULTY/STAFF (Anyone who is not a student worker).

STUDENT WORKER (All Student workers including voucher students).

SECTION 2

Indicate the action you require. A = Start First time new bank account setup

B = Stop Account you wish to stop (Primary or Secondary)
C = Change Specify the type of change to your existing account(s)

SECTION 3

Complete all sections in the appropriate area of account being setup or changed. Remember a voided check (or copy of voided check with the work "VOID" written on the check or copy of check) MUST be attached to the actual completed Direct Deposit Authorization Form. In lieu of the voided check, official Bank-issued documentation must be attached (i.e., letter from bank/financial institution showing the complete bank routing number and bank account number). A copy of a bank deposit slip CANNOT be used. Remember to indicate whether the account being established is a checking or savings account. If a secondary account is being established, please indicate the amount or percentage to be deposited into the second account.

SECTION 4

If you are a Faculty or Staff member (NOT A STUDENT), please carefully read the statement at the beginning of the signature section which authorizes the Accounts Payable Department to direct deposit ALL Accounts Payable expense reimbursements that becoming due and owing to you be deposited into your PRIMARY Bank Account. Please place your initials in the designated box as indicated.

Finally, please remember to **sign** and **date** the form.

Completed forms not being submitted during the new hire process should be sent to:

IIT Payroll Office 3424 S. State Street Tech Central – Room 4B9-1 Chicago, IL 60616

Questions regarding the completion of the Direct Deposit Authorization Form can be submitted to the Payroll Office via email at payroll@iit.edu or by telephone (312) 567-3336.