

EMPLOYEES DIRECT DEPOSIT AUTHORIZATION

Employee Name: _____ State ID Number: _____

Department Name: _____ Campus Post Office Box #: _____

Telephone Number: _____ Email Address: _____

New Change Net (N) or Fixed (F) Amount:

****Fixed amount is only allowed when remaining net pay is direct deposited to another account.**

Name of Financial Institution: _____ Checking (C):
Savings (S):

I understand that in the event my employer notifies my financial institution that I am not entitled to the funds deposited to my account, my bank is authorized to debit my account for the amount of the adjustment.

I agree to notify my employer immediately of any changes or closure to my account information so that my pay may be properly distributed.

Signed: _____ Date: _____

Please staple a **Voided check** (Checking Account) or a Deposit Slip (Savings Account) for your financial institution and return to the Payroll Office, Box 6906

After signing up for direct deposit or changing banks your pay will go into your new/updated banking institution/s.

Payline

Payline provides you with the access to view and print your pay stubs for each payday. You will be able to view your current pay information at least 4 days prior to the payday. With payline access it is recommended that you opt out of receiving your direct deposit earnings notice. To sign up for payline just go to: <https://secure.doa.virginia.gov/payline/>

Revised: 07/08