



## **DIRECT**

*Safe \* Reliable \* Convenient*

## **DEPOSIT**

### **AN EMPLOYEE'S GUIDE TO DIRECT DEPOSIT**

(Brochure copy written from the perspective of Employer to Employee)

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*It's 3:00 p.m. on payday. Have you deposited your paycheck?*

*Are you tired of being held hostage by your paycheck? Are trips to your financial institution on your lunch hour something you'd like to eliminate from your payday routine? If so, Direct Deposit is the answer. Direct Deposit is a program in which your pay is automatically deposited into your checking or savings accounts. You do not need to worry about finding time to deposit your check or making special arrangements for your paycheck when you are out of town or sick. With Direct Deposit, your money is in your account on payday.*

***Q. Is Direct Deposit a new concept?***

*A. No. Millions of employees nationwide enjoy the benefits of Direct Deposit through their employers. In fact, our nation's largest employer, the federal government, uses Direct Deposit as its primary method of payroll.*

***Q. What are some of the advantages of Direct Deposit?***

*A. Convenience is the most obvious benefit, however, 'added interest earnings', 'safety' and 'confidentiality', are additional advantages. Direct Deposit is the safest way to get your money in your accounts **without having to worry about lost, stolen or damaged checks.***

***Q. How does Direct Deposit work? If I no longer get a paycheck, how will I know my account has been credited?***

*A. There is still a record of Direct Deposit. We will provide you with a pay stub documenting your gross and net pay along with your state and federal withholdings and other deductions. In addition, your monthly statement from your financial institution will provide a record of the deposits made to your account.*

***Q. I consider my personal banking to be confidential. Will this be compromised by Direct Deposit?***

*A. ABSOLUTELY NOT! In fact, Direct Deposit is one of the most confidential methods of processing a paycheck. Checks processed via a traditional payroll can pass through as many as twelve persons before reaching your account. Direct Deposit practically eliminates this problem.*

## **Direct Deposit Procedures**

Direct deposit requests begin with the completion of the authorization form presented to Payroll. All direct deposits must go through a prenote period. The first pay cycle following receipt of the form will result in the employee receiving an actual check. The second pay cycle will direct deposit.

Employees may request to stop direct deposit for several reasons. Payroll will require a written notification of the stop at least a week prior to the payday. Employee must give name, social security number, and a note to delete their direct deposit. This can be faxed to 368-4866 or e-mailed to TAH7. Deletes are processed prior to the next pay cycle. The employee will receive a check in their department until the direct deposit is reinstated. Students may request deletes through Student Employment in Yost Hall.

An employee having more than one person signed to their checking/savings accounts must have all parties sign the authorization form.

Attach a blank deposit slip to the Authorization Form of the bank or savings and loan that you would like to use for direct deposit.

To help you identify the required information on the Authorization Form, please look at your deposit slip. The Transit/ABA Number is the nine-digit number imprinted at the left of your deposit slip or check. It is separated from the Account number by a vertical bar and two dots. The Account Number is the number to the right of that bar and dots until you reach the two thin vertical bars and one dot.

Faculty and Staff members with questions about the direct deposit system should call Payroll at 368-4290.

**CASE WESTERN RESERVE UNIVERSITY  
AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS OF PAYROLL CHECKS**

Employee Name \_\_\_\_\_ Social Security No. \_\_\_\_\_  
(Please Print)

"I (We) hereby authorize Case Western Reserve University to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my (our):

**SELECT ONE:**

Checking  
Account

Savings  
Account

indicated below and the Bank named below to credit and/or debit the same to such account."

**Bank Information**

Bank _____	Branch _____	
City _____	State _____	Zip Code _____
Transit/ABA No. _____	Account No. _____	

ATTACH DEPOSIT SLIP  
HERE

This authority is to remain in full force and effect until Case Western Reserve University has received written notification from me (or either of us) of its termination in such time and in such manner as to afford Case Western Reserve University and Bank a reasonable opportunity to act on it.

In consideration of Case Western Reserve University's agreement to make automatic deposit of the above named employee's payroll check, I (we) hereby agree to release Case Western Reserve University, its officers, employees and agents from any and all claims, costs, liabilities, expenses or judgements, including attorney fees and court costs (herein collectively "CLAIMS"), which I (we) may have arising in any way out of such direct deposit undertaking including but not limited to claims resulting from the failure of the direct deposit to be made on a timely basis no matter what the cause.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Signed \_\_\_\_\_ Date \_\_\_\_\_  
(On a joint account, both parties must sign)

**DEPOSIT SLIP MUST BE ATTACHED.  
FORWARD COMPLETED FORM THE PAYROLL OFFICE.**

**FOR BUSINESS OFFICE USE ONLY**

Transaction Code: \_\_\_\_\_

Date: \_\_\_\_\_

- |   |
|---|
| A - Add new authorization<br>C - Change authorization |
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