

**DIRECT DEPOSIT
ENROLLMENT AND CHANGE FORM**

ENROLL me in direct deposit

CHANGE my direct deposit

BANNER ID#	FIRST NAME:	MI:	LAST NAME:
DEPARTMENT:	WORK E-MAIL ADDRESS:	PHONE NUMBER:	

NAME OF BANK OR FINANCIAL INSTITUTION: _____

Routing Number _____

Checking

Account Number _____

Savings

I am ATTACHING (check one and STAPLE HERE)

- a PHOTOCOPY of a CHECK with my preprinted name and current address
- a CHECK marked "VOID" with my preprinted name and current address
- an official BANK FORM, certified and stamped by a banking official, which provides my account number and the bank routing number.
- a DEPOSIT SLIP for my savings account PLUS the bank routing number shown above

PLEASE NOTE:

You must bring this form, along with all required documentation and a photo ID, to the Payroll Office.

The University of North Carolina at Pembroke (UNCP) will transmit your payment electronically based on the information you have provided. If the payroll transmission fails because you have given your Payroll Office **incorrect or outdated information, UNCP can only provide a replacement payment AFTER a refund from the financial institution has been received.** It is important that you provide correct account and bank routing numbers, and that you notify your Payroll Office immediately if you change banks or account numbers. UNCP has the right to retract and correct payments, as necessary.

I acknowledge that electronic payments to the designated account must comply with the provisions of U.S. law, as well as the requirements of the Office of Foreign Assets Control (OFAC). Check one of the following:

- I affirm that, regarding electronic payments the State of North Carolina may remit to the financial institution for credit to the account that I have designated, the entire payment amount is not subject to being transferred to a foreign bank account.
- I affirm that, regarding electronic payments the State of North Carolina may remit to the financial institution for credit to the account that I have designated, the entire payment amount is subject to being transferred to a foreign bank account. I understand that any electronic payments that may be remitted to me may be labeled with "IAT" as the standard entry class. I acknowledge that availability of funds credited to the account will be subject to my receiving financial institution's policies and procedures.

I authorize the University of North Carolina at Pembroke to initiate direct deposit entries each pay period, and if necessary, adjustments for any direct deposit entries in error, to the financial institution and account identified on the attached certification document. I understand and accept the conditions of participation in the direct deposit program. This authority will remain in effect until I cancel it in writing.

SIGNATURE: _____ DATE: _____

Form Revised 12/13/2018