Arkansas Tech University

Payroll Direct Deposit Allocation Form

Employee Name _____   T# _____

Phone # _____   Department_____

☐ **New Enrollment**   ☐ **Change in Current Bank and/or Account**   ☐ **Decline Enrollment**

Please read this section and completely fill out the required information. If you are making a change, you must complete all account(s) information in order of priority.

Banking Priority– Your net pay can be distributed into different accounts even if they are with different banks. Your pay will be distributed to each account according to the **order** you have listed them below.

Example: Priority 1 = $10.00 to one savings account, priority 2= 100.00 to a checking account, priority 3 would be the balance of your check to either checking or savings account.

Allocation of Net Pay– Write in the amount you would like to go into each account **per pay period**, only one dollar amount can be indicated for each account. For the last priority that you use, write "**Remaining NET Amount**" in the Dollar Amount column.

You must attach a voided check or direct deposit authorization form from your bank for each account listed to validate the account information.

Banking Priority	Bank Name	Bank Routing Number	Account Number	C= Checking S=Savings	Dollar Amount
1.					
2.					
3.					
4.					

*** The total amount of your direct deposit must be equal to your net salary.***

Employee Signature_____   **Date: _____**

Payroll Office Use	
Initials	Date