

# Stevenson University Direct Deposit Authorization

I, \_\_\_\_\_ authorize Stevenson University to deposit my net pay automatically into my account(s) each payday. If funds to which I am not entitled are deposited into my account, I authorize Stevenson University to direct the bank to return said funds.

Pay Cycle:    **Biweekly**        **Monthly**

(Note: It takes 2 pay cycles before direct deposit goes into effect. Pay Advices can be accessed through WebXpress.)

**#1 - Primary Account**        Type (check one):     Checking

\_\_\_\_\_  
Bank Name

\_\_\_\_\_  
Bank Routing #

\_\_\_\_\_  
Account #

**#2 - Secondary Account**    Type (check one):     Checking         Savings

\_\_\_\_\_  
Bank Name

\_\_\_\_\_  
Dollar Amount to be Deposited to This Account