

**Villanova University  
Payroll Department  
Direct Deposit Request**

Check all that apply:

- New Direct Deposit
- Additional Direct Deposit
- Change of account number(s)
- Change of dollar amount(s)
- Cancel Direct Deposit: Bank Name: \_\_\_\_\_ Account #: \_\_\_\_\_

**If canceling current direct deposit please check one below:**

- Keep existing deposit active until new request is active.  
(Usually one full pay cycle)
- Terminate current direct deposit, listed above, immediately.  
(You will receive a check until new deposit is active)

Note: If above is left blank, current direct deposit will be terminated.

I hereby authorize Villanova University to initiate credit entries to the account and financial institution listed below and to charge the same said account only to reverse any credit posted erroneously. This authorization is to remain in full force and effect until Villanova University has written notification from me of its termination in such time and manner as to afford a reasonable opportunity to act on it.

**Please complete all applicable information:**

	<input type="checkbox"/> Net to Checking or <input type="checkbox"/> Net to Savings	\$ _____ to Checking or \$ _____ to Savings	\$ _____ to Checking or \$ _____ to Savings
Bank Name:			
Branch Address:			
Branch Phone:			
Account Number:			
ACH Routing Number:*	* Obtain from bank	* Obtain from bank	* Obtain from bank

- \*\* If possible, please attach a copy of a blank voided check from account.
- \*\*\* Forward to Payroll Department, Financial Services Building
- \*\*\* It generally takes two complete payroll periods to begin direct deposit.

Employee Name \_\_\_\_\_ Social Security # \_\_\_\_\_ - -  
Please Print

Employee signature \_\_\_\_\_ Date \_\_\_\_\_  
required