PAYROLL DIRECT DEPOSIT AUTHORIZATION AND AGREEMENT

The Payroll Direct Deposit service is offered with the explicit understanding that Pepperdine University is not responsible for any financial liability that may result from the electronic transactions by and between Wells Fargo and your financial institution.

The accuracy of the information you are provided herein is solely your responsibility.

INSTRUCTIONS

BALANCE ACCOUNT - To deposit your net pay into only one account, complete the information required for Balance account only.

AMOUNT/PERCENT ACCOUNT - If you wish to deposit money in two different accounts, or two different banks, complete the information requested for the Amount/Percent account. This must include a specific amount.

IMPORTANT

FOR DEPOSITS TO A CHECKING OR SHAREDRAFT ACCOUNT, PLEASE ATTACH A COPY OF A VOIDED CHECK TO THIS FORM.

All information provided on this form will supersede all previous forms.

☐ Bi-Weekly ☐ Monthly ☐ New Request ☐ Change

Name (Last, First, MI) _____ Campus-Wide ID _____

Phone No. _____

BALANCE ACCOUNT

Account No. _____ ☐ Checking ☐ Savings

Routing No. _____ Financial Institution _____

Address _____ City _____ State _____ Zip _____

AMOUNT/PERCENT ACCOUNT

Account No. _____ Amount $_____ ☐ Checking ☐ Savings

Routing No. _____ Financial Institution _____

Address _____ City _____ State _____ Zip _____

Once you have returned the completed Payroll Direct Deposit Authorization and Agreement to Payroll you can expect that in most cases the pay will be deposited into your account on the next payday.

Please Note: If you would like to deposit money into more than two accounts please log on to Pepperdine University WaveNet and under Self Service/Payroll and Compensation/Direct Deposit click on Add Account.

AUTHORIZATION

I hereby authorize Pepperdine University to initiate deposits (credits) and/or corrections to the previous credits to the financial institution(s) indicated above. The financial institution(s) is authorized to credit and/or correct the amount to my account. This authority is to remain in full force and effect until I revoke it by giving 10 days written notice to Pepperdine University.

PLEASE NOTE: IF A VOIDED CHECK IS NOT ATTACHED, WE CANNOT GUARANTEE THE ACCURACY OF YOUR DEPOSIT

_____

Signature *Print Name* *Date* *Extension*

Return Completed Form to the Payroll Office - Mail Code 4636

Version: 02.16.24