

DIRECT DEPOSIT AUTHORIZATION

Direct deposit is **MANDATORY** for all faculty and staff, and highly recommended for students. To have your payroll and expense reimbursement checks directly deposited in your bank, follow these instructions.

- Complete and print the Authorization Agreement for Direct Deposit form below. **You do not need to attach a VOIDED CHECK from your bank, but please be certain you have entered your routing and account numbers correctly.** Please note, your debit card number is NOT your account number.
- Return form to the Human Resources office located at 3006 Webster St., Omaha, NE 68131, or mail to: Creighton University, Attn: PAYROLL, 780615 California Plaza, Omaha, NE 68178-0615. Students may return the form to the Student Employment Office (located in the Harper Center) or Human Resources.
- **Employees will need to show their Creighton ID before this form is entered for direct deposit.**
- If there are any questions, please contact Human Resources at 402-280-2709.

Faculty/Staff: Travel and Expense (T&E) reimbursements use the Payroll direct deposit information. Your T&E reimbursements will be deposited to the account specified in the **PRIMARY BANK ACCOUNT** provided below.

Students: This direct deposit is **NOT** for your student loan refunds. That is a separate process through the CU Business office. Please call 402-280-2707 for assistance with student loan refunds.

AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT

I authorize Creighton University to:

1. Direct deposit my payroll and expense reimbursements into the bank and account(s) listed below, and
2. Make any necessary debit entries and adjustments to correct any credit entries made in error.

Your Information			
Name (print):		NetID:	
Signature:		Date:	
Primary Bank Account Information			
Main Bank Name:			
Main Account Number:			
Main Routing Number:	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	
Notes:			
Faculty/Staff: If use of a second account is desired, please provide information for the second account below.			
Secondary Bank Name:			
Secondary Account Number:			
Secondary Routing Number:	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	
Notes:			