

**The University of Michigan Credit Union
Direct Deposit Agreement Form**

Authorization Agreement

I hereby authorize the **University of Michigan Credit Union** to initiate automatic deposits to my account at the financial institution named below. I also authorize the **University of Michigan Credit Union** to make withdrawals from this account in the event that a deposit is made in error. Further, I agree not to hold the **University of Michigan Credit Union** responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

If you select to have your payment sent to your:

- Checking account ~ Attach a voided check to the bottom of this page.
- Savings account ~ Include your financial institutions routing number along with your account number.

I understand that my deposit may not be credited to my account until the pay date indicated on the check voucher.

This agreement will remain in effect until the **University of Michigan Credit Union** receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit form to the Payroll Department.

Establish new direct deposit **Change an existing account(s)** **Cancel**

(check one box only)

Account Information

Name of Financial Institution: _____

Routing Number: _____ **Partial Amount: \$** _____
Remaining **Full**

Account Number: _____ Checking Savings

For help determining the bank routing and account numbers, please review the example on the next page

2nd Account Information

Name of Financial Institution: _____

Routing Number: _____ **Partial Amount: \$** _____
Remaining **Full**

Account Number: _____ Checking Savings

For help determining the bank routing and account numbers, please review the example on the next page

3rd Account Information

Name of Financial Institution: _____

Routing Number: _____ **Partial Amount: \$** _____
Remaining **Full**

Account Number: _____ Checking Savings

For help determining the bank routing and account numbers, please review the example on the next page

Please be sure that the direct deposit amount(s) you enter are not greater than your current pay. The total of your direct deposit amounts must equal 100% of your pay. If you need to make changes please contact Payroll or Human Resources Department for a new form.

Employee Signature: _____ Date: _____

Please print Name: _____ Date: _____

For assistance in finding routing and account numbers please see page 2.

SAMPLE CHECK:

Andrew Sample Martha Sample 1234 123 Main Street Anywhere, NY 10000	<u>1234</u>	
Pay to the Order of _____ \$ _____	_____, 20____	
_____ Dollars		
Anywhere Bank Anywhere NY 10000		
For _____		
ROUTING NUMBER	ACCOUNT NUMBER	CHECK NUMBER
120015005	101012000189	<u>1234</u>

- 1). Routing Numbers must be nine digits. On the sample check above the routing number is 120015005.
- 2). The Account Number: can be up to 17 characters (both numbers and letters). Include hyphens but omit spaces and special symbols. On the sample check above, the account number is 10101200018. The very last digit is a check digit.
- 3). Do not include the check number which typically follows the account number. On the sample check above, the check number is 1234.