

I authorize North Dakota State University and the financial institution(s) listed below to initiate electronic credit entries, and if necessary, debit entries and adjustments for any credit entries to my account. I understand this agreement supersedes any prior ACH agreement with North Dakota State University.

Check the appropriate box:

New Set Up    Change Information    North Dakota University System employee or other ConnectND organization

Employee Information and Authorization

Employee Name: (as it appears on payroll) \_\_\_\_\_ Date: \_\_\_\_\_

Employee ID #/Student ID #: \_\_\_\_\_

Employee Signature

*Submission of this authorization will override all previous Direct Deposit requests processed by NDSU or the University System, and will remain in effect until NDSU or the University System receives notification to alter or cancel this request.*

**Financial Institution #1**

If only 1 account set up to receive funds, this will be marked as "Balance Account."

% or \$ of Net Distribution: \_\_\_\_\_

Bank/Credit Union Name: \_\_\_\_\_ Account Type:  Checking    Savings

Routing #: \_\_\_\_\_ Account #: \_\_\_\_\_

**Financial Institution #2**

Remainder of NetPay. If more than 1 account is set up to receive funds, this will be marked as "Balance Account."

Bank/Credit Union Name: \_\_\_\_\_ Account Type:  Checking    Savings

Routing #: \_\_\_\_\_ Account #: \_\_\_\_\_

**\*\*The HR/Payroll office MUST be notified immediately of any changes to your financial institution(s) or account(s).\*\***

Travel and Other Reimbursements will be paid, via Accounts Payable, to the employees Direct Deposit Account that is setup as the balance account.

For single Direct Deposit Account set up, the balance account is the Financial Institution #1, where 100% of the employee's net pay will be directly deposited. This will be the financial institution in which all travel and other reimbursements paid, via Accounts Payable, will be directly deposited into.

For multiple Direct Deposit Accounts, the balance account is the Financial Institution #2, where the remainder of the employee's net pay will be directly deposited. This will be the financial institution/account in which all travel and other reimbursements paid, via Accounts Payable, will be directly deposited into.

**Please print this form.**

**Send this form to :**  
Human Resources/Payroll  
Dept 3140 PO Box 6050  
Fargo ND 58108-6050

Phone (701) 231-8961  
Fax (701) 231-9686