

DIRECT DEPOSIT EXEMPTION REQUEST FORM

BANNER ID OR SSN:	FIRST NAME:	MI:	LAST NAME:
AGENCY OR UNIVERSITY: UNC Asheville	E-MAIL ADDRESS:		PHONE NUMBER:

The University of North Carolina at Asheville requires all employees paid by the University to use the direct deposit feature to receive payroll related payments. Direct Deposit is an efficient way to make sure employees receive their pay in a timely and secure manner through Electronic Funds Transfer (EFT) to the employee's personal bank account.

While direct deposit of pay is mandatory, the University allows exemptions from the direct deposit requirement under a few limited circumstances when payment by paper check is necessary or acceptable. Employees wishing to be exempted from direct deposit must completely fill out this form and provide requested documentation as proof of eligibility for exemption.

Personal Exemption Request *(To be completed by employee desiring to be exempted from the requirement that they enroll in the direct deposit feature)*

I request that I be paid by paper check for the following reason (check one, and attach any required documentation):

- I currently do not have an account at an eligible financial institution and am unable to obtain an account. Attached is a letter from an eligible financial institution to this effect.
- I request the Associate Vice Chancellor for Finance to consider an exemption for my specific extreme hardship. Attached is a letter explaining my hardship.
- I am a Federal Work Study student and therefore may opt-out of direct deposit.
- I will only be receiving one or two payments from payroll and it is not practical for me to enroll in direct deposit
- I am a Foreign National experiencing a waiting period before I receive my Social Security Number. Without a SSN, I am unable to open an account in a U.S financial institution. I will enroll in direct deposit when I receive my SSN.

Employee Acknowledgements:

All payroll related payments shall be to the legally designated recipient by United State mail or its equivalent, including electronic funds transfer. For payments not made by electronic funds transfer, all paper checks shall be mailed on the employee's designated pay day and shall be dated the date of the employee's pay date. No post dated paper checks shall be mailed prior to the designated payday. Any employee receiving his/her pay by paper check shall be required to provide a valid mailing address to the payroll department.

The University assumes no responsibility for the delay in receiving a paper check via the United State Postal Service or its equivalent. Should a paper check have to be reissued due to a lost check, the employee may have to wait for as much as 10 business days before a replacement check will be issued and mailed provided the employee signs an affidavit attesting to the loss of the check.

By signing below, I acknowledge the risks associated with paper checks, and hereby submit my request for exemption for the reason stated above.

SIGNATURE OF EMPLOYEE:	DATE:
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Instructions:

Employee should execute and submit this form to the following address:
 UNC Asheville - Payroll Dept.
 1 University Hts
 CPO #1426
 Asheville, NC 28804-8503

<u>Assoc Vice Chancellor of Finance Use Only</u>	
<input type="checkbox"/>	Approved _____
<input type="checkbox"/>	Denied _____
Date: _____	