



DIRECT DEPOSIT ENROLLMENT AND CHANGE FORM

(Payroll and Accounts Payable ACH Payments)

<input type="checkbox"/> ENROLL me in direct deposit		<input type="checkbox"/> CHANGE my direct deposit	
BANNER ID or Social:	FIRST NAME:	MI:	LAST NAME:
UNIVERSITY: UNC Asheville	WORK E-MAIL ADDRESS:		WORK PHONE NUMBER:

Employee Reimbursement via ACH Deposit (this is available for Permanent Employees only):

For your convenience and benefit, UNC Asheville offers permanent employees the opportunity to receive reimbursement payments electronically, rather than by check. To receive payments electronically, you must check the box below. If you are a permanent employee and you check this box, your payments will be deposited into the bank account you designate below.

By checking this box I authorize UNC Asheville to transmit all reimbursement payments via ACH electronic payment.

Complete this section for deposits to CHECKING or MONEY MARKET accounts:

Deposit to my CHECKING or MONEY MARKET account (my name is on this account)

I am ATTACHING (check one and STAPLE HERE)

a PHOTOCOPY of a CHECK with my preprinted name and current address

a CHECK marked "VOID" with my preprinted name and current address

an official BANK FORM, certified and stamped by a banking official, which provides my account number and the bank routing number

Complete this section for deposits to SAVINGS accounts:

Deposit to my SAVINGS account (my name is on this account)

I am ATTACHING (check one and STAPLE HERE)

an official BANK FORM, certified and stamped by a banking official, which provides my account number and the bank routing number

a DEPOSIT SLIP with pre-printed bank routing and savings account number

PLEASE NOTE:

UNC Asheville will transmit your payment electronically based on the information you have provided. If the payroll transmission fails because you have given UNC Asheville incorrect or outdated information, the University can only provide a replacement payment AFTER a refund from the financial institution has been received. It is important that you provide correct account and bank routing numbers, and that you notify your Payroll Office immediately if you change banks or account numbers. The Payroll Office has the right to retract and correct payments, as necessary.

For payroll related payments this form must be received in the UNC Asheville Payroll Office no less than 15 days prior to your next pay date for the direct deposit to be effective for the next pay period.

IAT (International ACH Transactions) Payee Statement: I acknowledge that ACH electronic payments to designated financial institution accounts must comply with the provisions of U.S. Law, as well as the requirements of the U.S. Office of Foreign Assets Control (OFAC). I affirm that ACH electronic payments originated by UNC Asheville to the credit of my designated financial institution accounts are not subject to being subsequently transferred to a foreign bank account, or if subject to being transferred to a foreign bank account(s), it is not the full amount of the originated ACH electronic Payment.

I affirm that the above IAT Payee Statement is correct and I authorize UNC Asheville to initiate direct deposit entries, and if necessary, adjustments for any direct deposit entries in error, to the financial institution and account identified on the attached certification document. I understand and accept the conditions of participation in the direct deposit program. This authority will remain in effect until I cancel it in writing.

SIGNATURE:	DATE:
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