

EASTERN ILLINOIS UNIVERSITY
AUTHORIZATION AGREEMENT FOR ELECTRONIC FUNDS TRANSFER

I am paid: Bi-weekly _____ Monthly _____ Date _____

I would like to: _____ Sign up for EFT _____ Change EFT information

I _____, _____ hereby authorize EIU to
Print Name E Number
initiate debit/credit entries to my account at the following depository/depositories (debits will be used for corrections only). I understand that this authorization will remain in force indefinitely. I also understand that anytime I change banks and/or account numbers, a new Authorization Agreement form must be completed and returned to the Payroll Office immediately.

Signature _____ Phone # _____



Bank Information:

Name _____ Address _____
Bank Name City, State

Bank Routing # (ABA#) _____ Account # _____

Acct Type: Checking _____ Savings _____ Deposit Amt: Net Pay _____ Amount _____

Bank Information:

Name _____ Address _____
Bank Name City, State

Bank Routing # (ABA#) _____ Account # _____

Acct Type: Checking _____ Savings _____ Deposit Amt: Net Pay _____ Amount _____

Bank Information:

Name _____ Address _____
Bank Name City, State

Bank Routing # (ABA#) _____ Account # _____

Acct Type: Checking _____ Savings _____ Deposit Amt: Net Pay _____ Amount _____

Please attach a void check for each checking account listed

Guide for Completing the EFT Form

Be sure to complete:

Bank routing information

- The Bank Routing Number or transit ABA is the number in the lower left hand corner of your check.
- Bank Account number is the group of numbers directly to the right.
- **You do not need your check number**



Please choose either Checking **or** Savings for each bank listed.

Attach a check with the words **“VOID”** written clearly across the check.

Electronic Funds Transfer of Wages:

Effective July 1, 1997, a University policy requires all new or rehired employees to participate in direct deposit of their wages as a condition of employment. This is done by an Electronic Funds Transfer (EFT) to the bank and account of your choice. All employees enrolled in EFT on that date must continue to participate. You may change banks or accounts, but cannot discontinue the EFT service during employment.

The account you designate will remain in effect until you change the account in our office. This includes periods when you do not receive pay. If you change banks or accounts, please notify the Payroll Office prior to the change. Failure to do so may cause a delay in receiving your pay.

The attached form must be completed and delivered to the Payroll Office, 2011 Old Main at the time of hire. If this form and complete information is received during actual payroll processing, a change to your direct deposit instructions or a new direct deposit request may be delayed. Please check with the Payroll office in regards to whether or not your change or request can be honored with the next scheduled payroll.

Enrollment is a mandatory condition of your employment and payment may be held if the form is not received in a timely manner.

An Earnings Statement will be delivered to your work department two days prior to the pay date.

The University is pleased to offer this service as a convenience to our employees. Any questions about the program may be directed to the Payroll Office at 581-2214 for employees paid bi-weekly and 581-2118 for employees paid monthly.