

Direct Deposit Application for Payroll

Office Use Only
Perner #: _____
Date Entered: _____
Initials: _____

Direct deposit information can be submitted electronically through Employee Self Service or by submitting this application form. To submit electronically your career account and password is needed. New employees may need to complete this application until a career account and password has been established.

Employee Information			
Name: _____	PUID: _____	Dept or Org Unit: _____	BW <input type="checkbox"/> MO <input type="checkbox"/>

MAIN Account	Type of Account	Bank Information	
Indicate one: <input type="checkbox"/> Add <input type="checkbox"/> Change	Indicate: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	ABA Transit Routing Number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Account Number _____ Bank Name: _____ Bank City, State: _____	NET PAY

2nd Account	Type of Account	Bank Information	Dollar Amount
Indicate one: <input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete	Indicate: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	ABA Transit Routing Number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Account Number _____ Bank Name: _____ Bank City, State: _____	Indicate: Specified Dollar Amount _____

3rd Account	Type of Account	Bank Information	Dollar Amount
Indicate one: <input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete	Indicate: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	ABA Transit Routing Number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Account Number _____ Bank Name: _____ Bank City, State: _____	Indicate: Specified Dollar Amount _____

I hereby authorize Purdue University and the Financial Institution(s) listed above to initiate electronic credit entries and, if necessary, debit entries and adjustments for any credit entries made in error to my account(s). This authorization will remain in effect until I have cancelled or changed my account information in writing or electronically through Employee Self Service.

 Signature

 Date

Completing the Direct Deposit Application for Payroll

Direct deposit information can be submitted electronically through Employee Self Service or by submitting this application form. To submit electronically, your career account and password are needed. New employees may need to complete this application until a career account and password have been established.

To submit electronically, log into the OnePurdue system using the URL <http://purdue.edu/onepurdue/>. Click on the OnePurdue Portal Login button. Use your career account and password to log on. Click on the "Employee Self Service" tab. Click the "Bank Information" link to create or change your bank information. If you submit electronically, do not complete the application form.

Main Account Add/Change	Add or change are the only options available for the Main Account for net pay. Once direct deposit has been established then receiving a payroll check is no longer an option. Submitting a change for the Main Account will replace the current bank information for the Main Account.
Bank Information	Bank information must be provided for each bank account to be added, changed or deleted. The account number must be numerical. The ABA transit routing number must be 9 numerical digits. Include the bank name, city and state. For change or delete, the bank information must be exactly the same as the bank information submitted previously, otherwise the change or delete cannot be processed.
2nd or 3rd Account Add	To elect direct deposit to an additional account, a Main Account must be established first.
2nd or 3rd Account Change \$	Submit a Change on a 2nd or 3rd account to change Specified Dollar Amount only. Bank information must be completed and must be exactly the same as the bank information submitted previously, otherwise the change cannot be processed.
2nd or 3rd Account Delete	Delete can only be submitted for a 2nd or 3rd account. Bank information must be completed and must be exactly the same as the bank information submitted previously, otherwise the delete cannot be processed.
2nd or 3rd Account Switch Bank and/or Bank Accounts	To switch banks and/or bank accounts, submit a <i>Delete</i> for the bank information to be stopped and submit an <i>Add</i> for the bank information to be established. Bank information must be completed and must be exactly the same as the bank information submitted previously, otherwise the add or delete cannot be processed.
Type of Account	Indicate if the bank account is a Checking or Savings account for each bank account to be added, changed or deleted.
Dollar Amount	For 2nd or 3rd accounts, indicate whether the amount to be deposited should be a specific dollar amount. Enter the dollar amount.
Voided Check or Bank Verification	Attach a voided check or bank verification form with the bank account number and ABA Transit Routing Number. The bank information submitted on the application should have the same bank account number and routing number as the voided check or bank verification form. The voided check or bank verification is not needed for changes in dollar amount or deletes. No checks have to be attached when it is a savings account.
Submit Application	Forward the application with voided check or bank verification to the Shared Service Center in Freehafer Hall or by mail to 401 S. Grant Street, West Lafayette, IN 47907.
Effective Date for Direct Deposit Information	Direct deposit account information submitted electronically will be effective with the next payroll that is processed. Payrolls are processed approximately 4 business days before payday, excluding bank and university holidays. Allow an additional 10 business days for direct deposit application forms to be processed.