NYU | Financial Operations and Treasury

ACCOUNTS PAYABLE DIRECT DEPOSIT AUTHORIZATION FORM

FOR EMPLOYEE ADVANCES AND EXPENSE REIMBURSEMENTS

To enroll in Direct Deposit for your paycheck or stipend, *log in to PeopleSync* and select Payment Elections.

Return this completed form and appropriate attachments to **NYU Accounts Payable:** 105 East 17th St., 4th Floor, New York, NY 10003.

Employee/Student Information: New Enrollment ☐ Change Existing Information ☐

Employee/Student Name	**NYU ID:**
Home Address:	**NYU Net ID:**
	NYU Telephone Number:
NYU Department:	**NYU Email:** (for remittance information)

Bank Information:

For a **checking** account, include a blank voided check or bank statement indicating the ACH routing number and account number.
For a **savings** account, include a statement from your bank indicating the ACH routing number and account number.
A deposit form will not be accepted as proof of routing number or account number.

Account Type (check one): Savings ☐ or Checking ☐ Bank Name _____

Branch Address _____ **City** _____ **State** _____ **Zip** _____

Your ACH routing number appears at the bottom of your checks between the markings indicated below.

⑆ _ _ _ _ _ _ _ _ _ ⑆ _____

ACH Routing Number (first 9 digits only) **Account Number**

AUTHORIZATION AGREEMENT

I authorize New York University to make electronic deposits of payments indicated in section 1 above. This authority will remain in effect until I have given written notice of termination or until New York University has notified me that this service has been discontinued. In the event of changes to my information, I understand that I must give advance notice to allow reasonable time for my instructions to be executed. In the event that an incorrect amount should be entered into my account, I authorize my bank and New York University to make the appropriate adjustment. If you provide either avoided check or a bank statement verifying your ACH routing and account numbers, deposits will take effect with the payment processed. If no voided check or bank statement is provided then your Direct Deposit agreement will become effective after approximately two weeks. **A check will be issued until the agreement takes effect.**

_____ _____

Employee/Student Signature ***Date***

FOR ACCOUNTS PAYABLE DEPARTMENT USE ONLY		
Vendor ID	**Entry Date**	**Verified By**