University of Kentucky

AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT

A Benefit for University of Kentucky Employees

DIRECT DEPOSIT OF PAYROLL CHECKS

As an employee of the University of Kentucky, you can now take advantage of the convenience and security of having your pay automatically deposited in your personal bank account. By choosing to automatically deposit your pay into the personal account of your choice, you can . . .

- Eliminate trips or mailing to the bank to deposit paychecks.
- Be assured your pay will be deposited on payday even when you are on vacation or out of town.
- Eliminate the danger of lost and stolen checks.

The direct deposit service is available to you no matter where you bank in Kentucky, or, in fact, in the entire country, as long as your bank is a member of the National Automated Clearing House (NACHA). We will deposit your pay, on payday, to any of the 12,000 commercial banks, savings and loan institutions, and credit unions which are members of the NACHA organization.

Obtaining the benefits of direct deposit service takes only two easy steps.

- 1. Complete the attached authorization agreement.
- Forward the authorization agreement to the University of Kentucky Payroll Office, Room 340 Service Building, 40506-0005

QUESTIONS YOU MAY HAVE ABOUT THE DIRECT DEPOSIT PROGRAM

Can I receive a deposit in a checking, savings or NOW account?

-Yes; however, the entire amount must be deposited into one account.

How do I know that a deposit has been made to my account?

-We will give you an earnings statement on payday to show how much you have earned, a detail of your deductions, and how much has been deposited to your account.

Your bank will also show the deposit on your monthly statement.

What do I do if I want to change banks or accounts once I am in the program?

- To change you banks or accounts, you must complete a new Authorization Agreement for Direct Deposit. The change will probably take one month, during which time you may receive a regular paycheck if your old account has been closed. Mark block "Change in banks or accounts."

What do I do if I want to drop the service?

- The University of Kentucky is requiring that all employees have direct deposit. If you would like to drop the service from UKFCU, you will need to request the service from another financial institution.

When will direct deposit begin if I choose to participate?

 Normally, two pay periods after the Payroll Department receives your Authorization Agreement for Direct Deposit. On the first payday after the form is received, a pre-notification is sent to your bank to insure the accuracy of the bank and account numbers. After the pre-notification has been successfully completed; direct deposit will begin on the next payday.

If I choose to participate, will all pay be direct deposited?

- Yes.

Please contact the University of Kentucky Payroll Office if you have any additional questions, or if you need assistance in enrolling in the program.

University of Kentucky

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Employee			Social Security Number:		
Last	First	Initial	•		
2557 Sir I	SITY OF KENTUCKY FEDE Barton Way a, Kentucky 40509	RAL CREDIT UNION			
"1" New enrollment "C" Checking	"2" Change "S" Savings	in banks or accounts	"3" Stop di "M" Money		
I hereby authorize the University of Kentucky to deposit my net pay automatically to my account at the financial		For Offi	For Office of Controller/Treasurer Use Only		
institution indicated above.		Bank/financial in	Bank/financial institution transit routing number: 242176129		
I also authorize withdrawal transactions from my account in the event of an overpayment or erroneous deposit.		Employee bank a	Employee bank account number:		
UK Employee Signature	Date	UKFCU Credit Unio	on Employee Signature Date	Phone	