

Weekly Payroll  
Brown University  
Direct Deposit Authorization

\_\_\_\_\_ New  
\_\_\_\_\_ Cancel  
\_\_\_\_\_ Change

**Return to: Payroll Office, Box 1873**

I hereby request that all future net payment of salary due to me be deposited directly to the checking or savings account (s) specified below. It is understood that in so doing, Brown University will fully discharge its responsibility for making these payments to me until they are contractually terminated, or until I give written notice to revoke this request.

Print Name _____	Social Security # _____
Bank Name 1 _____	
Bank Transit Number _____ (1 <sup>st</sup> 9 digits of # on bottom left of check)	
Checking Account # _____	\$ amount or % _____
Savings Account # _____	\$ amount or % _____
Bank Name 2 _____	
Bank Transit Number _____	
Checking Account # _____	\$ amount or % _____
Savings Account # _____	\$ amount or % _____

**\*\*\*\*\*Read this section carefully before signing\*\*\*\*\***

Banks and credit unions require 48 hours to process direct deposits. Brown University normally processes weekly payroll on Tuesday night and transfers the information to the bank on Wednesday. Many times larger banks will make the deposit to your account by Thursday afternoon. However, you **must** be aware of the following.

- Your weekly payroll deposit may not be available until Friday or Saturday afternoon, particularly if your account is with a small bank or credit union, or if you are depositing to an out of state bank.
- Monday Holidays: The weekly processing is delayed during a Monday holiday week. Your weekly payroll deposit will not be available until Friday or Saturday afternoon, and may not be available until Monday afternoon if your account is with a small bank or credit union, or if you are depositing to an out of state bank.
- Computer Systems Failure: In the event that a computer system failure occurs the deposit to your account may be delayed. You will receive notification if this occurs.
- It is always your responsibility to check with your bank or credit union to confirm that funds are available.
- You will receive at least 2 (two) more checks before the direct deposit will actually take place.

I have read and understand the above information. I understand that in certain instances, the weekly direct deposits may not be available on the Thursday payday. **It is my responsibility to check with my bank for fund availability and to avoid any insufficient funds charges on checking accounts.**

Signature _____	Date _____
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ATTACH VOIDED CHECK AND/OR SAVINGS DEPOSIT SLIP HERE.  
This request cannot be processed without this item.