Georgia Tech Human Resources

Direct Deposit of Net Pay

The Institute developed a direct deposit of net pay policy in June 2002. You have the option of depositing your net pay into up to three separate accounts. Please log into TechWorks to enter your deposit information. If you have not yet been processed as a newly hired Tech employee, please use the attached form with a voided check attached.

Please note:

- If you close an account, contact Payroll immediately or you will have to wait up to 10 days for the monies to be returned to Georgia Tech, thus delaying your pay.
- Any checks issued are mailed to your address of record. Please validate this via TechWorks.
- If you terminate employment at Tech and later return to work at the University, the account previously used is still active. Please log into TechWorks to validate the account information.
- If you do not have a financial institution, contact Payroll and we will assist you in locating one or will enroll you in Bank of America's CashPay Visa.

For questions, please contact the Payroll Department at 404-894-4614

Office of Human Resources
Atlanta, Georgia 30332-0435 U.S.A
PHONE 404•894•4847
FAX 404•894•0944

Authorization Agreement for Automatic Deposits

PLEASE ATTACH A VOID CHECK HERE
DEPOSIT SLIPS ARE NOT ACCEPTED

INSTRUCTIONS

1. **PLEASE PRINT ALL INFORMATION LEGIBLY**
2. Attach a void check if you designate a checking account. DO NOT SUBMIT A DEPOSIT SLIP. If you designate a savings account, you must attach a completed Savings Account Direct Deposit Form from your financial institution.
3. Please sign and date the form. Omission of signature will delay processing.
4. Mail completed form to the address indicated at the bottom of this page.
5. Notify Payroll of any account changes or account closings.

PARTICIPANT INFORMATION

First Name	Last Name
gtID# OR PeopleSoft Employee ID#	Daytime and Home Telephone Numbers (including Area Code) Day: ( ) Home: ( )

BANK INFORMATION

Check ONLY one:
- ☐ Set-up Direct Deposit for:
  - ☐ Checking (attach void check above)
  - ☐ Savings (attach a savings Account Direct Deposit Form from your financial institution)
- ☐ Change Account Information
- ☐ Cancel Direct Deposit effective (please insert date) _____

Priority # 1 – This is your main account. If you have multiple accounts, the balance of your net pay will be deposited into Priority #1.
NOTE: If you receive a travel reimbursement, it will be deposited to this account.

Financial Institution Name	Telephone Number
Routing Number (9-digit number on the lower left of check)	Account #
Amount ($) OR Percent (%)	Type of Account (Please check ONE) ☐ Checking ☐ Savings

Priority # 2

Financial Institution Name	Telephone Number
Routing Number (9-digit number on the lower left of check)	Account #
Amount ($) OR Percent (%)	Type of Account (Please check ONE) ☐ Checking ☐ Savings

Priority # 3

Financial Institution Name	Telephone Number
Routing Number (9-digit number on the lower left of check)	Account #
Amount ($) OR Percent (%)	Type of Account (Please check ONE) ☐ Checking ☐ Savings

AUTHORIZATION

I hereby authorize GEORGIA INSTITUTE OF TECHNOLOGY, hereinafter called INSTITUTE, to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my Checking Account indicated above and the depository named above, hereinafter called DEPOSITORY, to credit and/or debit the same to such account. *DEPOSITORY (Bank/Credit Union, etc.). This authority is to remain in full force and effect until INSTITUTE has received written notification from me of its termination in such time and in such manner as to afford INSTITUTE and DEPOSITORY a reasonable opportunity to act on it.

Employee Signature_____**Date**_____

Fax to: Georgia Tech Payroll • (404) 894-0944 or
Hand-deliver to: OHR at 500 Tech Parkway NW, Atlanta, GA 30332