

Pacific Lutheran University
ACH – Direct Deposit Enrollment Instructions
(Staff, Faculty and Students Only)

Direct deposit transactions enable us to deposit payments to checking or savings accounts of vendors, students, and employees, in lieu of sending conventional checks. With direct deposit, you need not worry that your check will be lost or stolen. Nor will you need to drive to the bank to deposit your check or, make special arrangements for the arrival of your mailed check when you are ill or out of town.

To request Direct Deposit (For those not already on Direct Deposit through PLU Payroll office):

- Fill out and sign the *ACH-Direct Deposit Enrollment Form* (Copy enclosed).
- For a checking account, include a voided check or a copy of a check with void written across it.
- For a savings account, you may wish to contact your bank for the correct bank routing number and savings account number (savings deposit slips often lack the information that is needed).
- Return completed form and voided check to the PLU Business Office via **Fax: 253-536-5079**.
- The information you provide on the *Direct Deposit Enrollment Form* will be verified by the bank. If any of the information on the form is incorrect, it will delay the payment process. In that event, it will be necessary for you to submit a new *Direct Deposit Enrollment Form* with the correct information.

To change your Direct Deposit in the event that you change banks, account numbers, etc.:

- Fill out and sign a new *Direct Deposit Enrollment Form*, available from the Business Office by calling 253-535-7171.
- Remember to include a voided check or provide savings account information for your new account.
- Return completed form and voided check to the PLU Business Office via **Fax: 253-536-5079**.
- Remember that the information you provide will be verified by the bank, and that inaccurate information will delay the payment process.

To stop your Direct Deposit:

- Submit a new *Direct Deposit Enrollment Form*, available by calling the Business Office at 253-535-7171. (You need only print your name in Section A, check box 3 in Section B, and then sign and date the form in Section E.)
- Return the form as soon as possible to the PLU Business Office via **Fax: 253-536-5079**.
- Direct Deposit will be stopped and you will receive an Accounts Payable check via the US Mail.

If you change or close your bank account number or bank, and do not inform PLU prior to the issuance of a scheduled direct deposit payment, your payment will still be transmitted to the bank and account number of record. We will subsequently issue you a check after the bank returns the funds, which may take several days. **In this instance, your election is effectively cancelled, and if you wish to restart Direct Deposit, you must submit a new *Direct Deposit Enrollment Form*.**

Finally, please indicate in the section provided at the bottom of the form, how you wish to receive notification that your direct deposit payment has been processed (either email or campus mail.)

If you are unable to fax us the completed form, please bring it in to the office or mail it to:

Pacific Lutheran University
Business Office – Accounts Payable
Tacoma, WA 98447-0003

Pacific Lutheran University
ACH - Direct Deposit Enrollment Form (A/P Payments Only)

Section A:

Payee/Recipient Name (Please print) _____

Section B: (Check one box)

Check here to begin Direct Deposit at PLU. (Go to Section C.)
 Check here if you are on Direct Deposit and want to make a change. (Go to Section D.)
 Check here to cancel Direct Deposit. (Go to Section E.)

Section C: NEW ENROLLMENT

Bank Name _____ Branch _____
Deposit into (Select One): Checking Savings
Transit Routing Number
Bank Account Number _____
Go to section E.

Section D: CHANGE

Bank Name _____ Branch _____
Deposit into (Select One): Checking Savings
Transit Routing Number
Bank Account Number _____
 My old account is still open for Direct Deposit until ____/____/____.
 My old account is closed.
Go to Section E.

Section E: Authorization

I hereby authorize Pacific Lutheran University to initiate credit entries to the bank account number and depository listed above. This authorization is to remain in full force and effect until I submit a new Direct Deposit Enrollment Form to change or cancel my direct deposit election.

Signature _____ Date _____

Please fax this form to the PLU Business Office at 253-536-5079.

If you are unable to fax us the completed form, please mail or deliver it to:

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Business Office – Accounts Payable
Tacoma, WA 98447-0003