



## Instructions - ACH Authorization for Direct Deposit For Students, Faculty and Staff

If you are already enrolled in paycheck direct deposit, you will now automatically get all A/P payments directly deposited to your bank account as well. If you have not previously enrolled in direct deposit for Payroll, please take a few minutes to complete the form, **ACH Authorization for Direct Deposit for PLU Students, Faculty and Staff**. (Anyone wishing to change your direct deposit banking information may do so by completing this same form.)

For those who have multiple payroll direct deposit accounts, Accounts Payable payments will be deposited into your primary bank account that you've already provided to the Payroll Office. On the day preceding the direct deposit date, you will receive an email from **PLU Accounts Payable**. It will have an attached **Direct Deposit Advice** in PDF format that will provide payment details. The direct deposit date is the date that the funds will be available.

You must provide your banking information on the authorization form. The sample check MICR line below in the lower left corner of your check shows where you can find the necessary information, or you may obtain it directly from your financial institution:

For _____		
: 012345678   : 0094316578 □ 0101		
Routing Transit Number (9-digit # between these two symbols in left corner)	Checking Account #	Check # (this matches the number in the upper right corner of the check --- do not enter this number)

In downloading the form online, via either the Business or Payroll Office web pages, you can enter your data electronically. You must print the form to sign it. Whether you've completed the form electronically or manually, after signing, please submit it via fax, email, U.S. mail, or hand delivery to either the Business Office (110 Hauge Admin) or the Payroll Office (12013 Park Ave S).

Click on the link below to open the data-enterable PDF document:

[ACH Authorization for Direct Deposit for Students, Faculty and Staff.pdf](#)

### Benefits of ACH direct deposit method of payment include:

- Faster payment and it eliminates the possibility of a lost/stolen check
- Saves time and the gas in not having to drive to the bank to deposit or cash a check
- Reduces paper use by eliminating the need to print and mail a check in an envelope
- Supports PLU's commitment to practice and promote sustainability