



# Payroll Office ACH Authorization for Direct Deposit for PLU Students, Faculty and Staff

Phone: 253-535-7531 \* Fax: 253-536-5060

\*\*\* In Order to Process This Form, Please Complete in Pen \*\*\*

## Section A. Please Print

Name: \_\_\_\_\_  
(First/Middle Initial/Last)

PLU ID: \_\_\_\_\_  
(8 digits)

**A voided check or form from your banking institution with the ACH routing and account numbers can also be attached to this form**

## Section B. Students Only (Student Payroll \* Student Account Refunds \* Accounts Payable)

Banking Institution Name: \_\_\_\_\_

**Select One**

- Start
- Change
- Cancel

ACH Routing Number (9 digits):

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Account Number: \_\_\_\_\_

**Select One**

- Checking
- Savings

## Section C. Faculty and Staff (Payroll \* Accounts Payable)

Banking Institution Name (Primary Account): \_\_\_\_\_

**Select One**

- Start
- Change
- Cancel

ACH Routing Number (9 digits):

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Account Number: \_\_\_\_\_

**Select One**

- Checking
- Savings

### Gesa Credit Union (Optional Secondary Account for Staff/Faculty Payroll only)

**Select One**

- Start
- Change
- Cancel

ACH Routing Number (9 digits):

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Account Number: \_\_\_\_\_

**Select One**

- Checking
- Savings

Specify Amount to be deposited: \$ \_\_\_\_\_

**\*\*\* You will receive notification of each deposit via your Pacific Lutheran University email account \*\*\***

I hereby authorize Pacific Lutheran University to initiate credit entries to the depository account(s) at the financial institution(s) as indicated above. If PLU deposits funds to my account(s) which I am not entitled to receive, I authorize PLU to direct the bank to return the funds deposited in error.

I agree not to hold Pacific Lutheran University responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

This agreement will remain in effect until Pacific Lutheran University receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit form to the Payroll Office. Allow ten business days for the University to process cancellations or changes to this information.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Submit completed forms in-person to the Payroll Office.**  
We are located in the Hauge Administration Building rm 102-J.

**Scan the QR Code** to the right with the camera app on your phone to be directly connected to our secure electronic payroll dropbox.



Further information and other payroll documents can be found on our website:  
<https://www.plu.edu/payroll/>