



Payroll Office
ACH Authorization for Direct Deposit
for PLU Students, Faculty and Staff
 Phone: 253-535-7531 * Fax: 253-535-8431

*** Please DO NOT Complete in Pencil ***

Name: _____
 (Chosen First Name - Middle Initial - Last Name)

PLU ID: _____
 (8 digits)



Classification: Student Staff / Faculty

Bank Name (Primary Account): _____

Select One

- Start
- Change
- Cancel

ACH Routing Number (9 digits):

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Select One

- Checking
- Savings

Account Number: _____

Optional Secondary Account: (Employees Only)

Bank Name (Secondary Account): _____

Select One

- Start
- Change
- Cancel

ACH Routing Number (9 digits):

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Select One

- Checking
- Savings

Account Number: _____

Specify Amount to be deposited: \$ _____ Per Pay Period

*** You will receive notification once the form has been processed to 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 Suite #110.

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/>