

Stevenson University Direct Deposit Authorization

I, _____ authorize Stevenson University to deposit my net pay automatically into my account(s) each payday. If funds to which I am not entitled are deposited into my account, I authorize Stevenson University to direct the bank to return said funds.

Pay Cycle: **Biweekly** **Monthly**

(Note: It takes 2 pay cycles before direct deposit goes into effect. Pay Advices can be accessed through WebXpress.)

#1 - Primary Account Type (check one): Checking

Bank Name

Bank Routing #

Account #

#2 - Secondary Account Type (check one): Checking Savings

Bank Name

Dollar Amount to be Deposited to This Account