



Part I: Employee Information and Agreement

I voluntarily give my consent to receive all of my payroll earnings and my Accounts Payable reimbursements from Cornell University by direct deposit. Participating in direct deposit is not a condition of my employment. I can withdraw my consent at any time. I authorize Cornell University to deposit my funds into the personal checking or savings account(s) that I have established on my own, as indicated below, and if there are errors, to make the necessary corrections to my accounts. I understand that it is my responsibility to verify that funds are in my account before making withdrawals.

Deposit Action (select one): [] New [] Reactivate* [] Change* [] Stop*

*Note: Reactivate = restart deposit to the account(s) currently listed in Workday (no voided check/verification required). Change = Delete or add an account or change the amount deposited to an account. Stop = stop deposit to all accounts.

Full Name _____ Employee ID _____ SSN _____

Unit/Department _____ Work Phone _____

_____ Date _____

Employee Signature _____

Part II: Accounts and Distribution

You may deposit at up to three banks and one 529 College Savings Program account. The last listed bank will receive the balance of your pay. Deposits to multiple accounts within a single bank must be arranged through your bank.

Bank 1 Name _____ Account Type [] Checking [] Savings

Routing # _____ Account # _____ Deposit Amount _____

Bank 2 Name _____ Account Type [] Checking [] Savings

Routing # _____ Account # _____ Deposit Amount _____

Bank 3 Name _____ Account Type [] Checking [] Savings

Routing # _____ Account # _____ Deposit Amount _____

529 College Savings Program Note: Be sure to include a copy of the 529 account verification form with this direct deposit request form.

Routing # _____ Account # _____ Deposit Amount _____

Return this signed form to the address or fax number below. For NEW requests, include a voided check or account routing number verification from the bank for each account listed. For NEW requests for deposits to 529 College Savings Program accounts, include a 529 account verification form.

For security purposes, do not email this form or attachments.

Cornell University Payroll Office
377 Pine Tree Road, Ithaca, NY 14850
Fax: (607) 255-3198

If you need assistance with this form, please contact us at (607) 255-5194.