

## Direct Deposit Authorization

*With few exceptions, you have the right to request, receive, review and correct information about yourself collected using this form.*

Complete and return this form with a voided check for checking account deposits or a deposit slip for savings account deposits to Human Resources, Mail Stop 1116.

Call Human Resources at (979) 458-6164 if you have questions.

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*Employee name (please print)*

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*UIN*

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*Department*

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*Office telephone number*

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**Action requested**

Initial setup    Decline    Change    Cancel

**Indicate account type**

Checking account    Savings account

**Attach a voided check for checking account deposits or a deposit slip for savings account deposits here.**

**If you do not provide a voided check or deposit slip, you must complete this section.**

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*Name of bank/credit union*

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*Electronic routing number (obtain from bank/credit union)*

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*Account number*

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**Employee authorization**

I authorize The Texas A&M University System to deposit my payments from the state of Texas to my financial institution electronically. I further understand that the A&M System will reverse any payments made to my account in error.

I also agree to comply with the National Automated Clearing House Association's rules and the A&M System's rules for electronic payments at all times.

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*Signature*

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*Date*