

# MUSKINGUM

U N I V E R S I T Y

## Authorization for Direct Deposit

I, the undersigned employee, authorize Muskingum University to deposit funds electronically for future paychecks and/or other forms of payment as issued by the university.

I understand that my pay advices (paystubs) will be available electronically through Muskie Link.

I understand that direct deposit will begin with the next payroll.

I understand that I must produce a voided check or other official bank document that shows: (1) my name on an account, (2) the routing number, and (3) the account number for the bank account into which my funds will be deposited.

Bank Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Account Type:            Checking            Savings

**ATTACH VOIDED CHECK or DEPOSIT SLIP  
HERE**

Employee's Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_