



**NORTH CAROLINA AGRICULTURAL  
AND TECHNICAL STATE UNIVERSITY**

# DIRECT DEPOSIT ENROLLMENT AND CHANGE FORM

University Payroll Office  
Dowdy Administration Building, Suite 305  
1601 East Market Street  
Greensboro, NC 27411  
Office: 336.334.7888 • Fax: 336.256.0801

**!** *Enroll or change direct deposit information via [Aggie Access Employee Dashboard!](#)*

Complete the information below and attach a voided check or a letter from your banking institution to enroll in direct deposit. Forms will not be processed without one of these two bank account verification documents. Deposit slips and personal bank statements are unacceptable documentation for direct deposit enrollment. Please type or print legibly for accurate payroll processing. Forms not received at least 5 business days prior to the start of the scheduled payroll procedure will be entered for the next available pay period.

<b>ENROLL:</b> Select this box if you are signing up for the first time, or if you wish to restart direct deposit.				
<b>CHANGE:</b> Select this box if you currently have direct deposit and you wish to change your financial account information.				
Employee Personal Information				
BANNER ID NUMBER	LAST 4-DIGITS OF SOCIAL SECURITY NUMBER	FIRST NAME	MI	LAST NAME
NCAT.EDU EMAIL ADDRESS			CONTACT PHONE NUMBER	
<ul style="list-style-type: none"> <li>❖ If you establish one account for your total net paycheck deposit, it must be designated as <i>Remaining Net Pay</i>. Do not use % or flat amount.</li> <li>❖ If you elect to use multiple deposit accounts for payroll, one account must be established as <i>Remaining Net Pay (Required)</i>.</li> </ul>				
Payroll Direct Deposit Information (Employee Salary and Wage Payments)				
Bank Name	ACH Bank Routing Number	Bank Account Number	Type of Account	Deposit Type Enter the appropriate percentage or dollar amount when establishing secondary accounts
			<input type="checkbox"/> Checking <input type="checkbox"/> Savings	<input type="checkbox"/> Remaining Net Pay <b>(Required)</b>
			<input type="checkbox"/> Checking <input type="checkbox"/> Savings	_____ % OR \$ _____ (Flat Amount)
			<input type="checkbox"/> Checking <input type="checkbox"/> Savings	_____ % OR \$ _____ (Flat Amount)
Accounts Payable Direct Deposit Information (Business Expense Reimbursements or Student Payments)				
Bank Name	ACH Bank Routing Number	Bank Account Number	Type of Account	An employee can only have one direct deposit account for Accounts Payable. If left blank, your payroll "remaining net pay account" will be designated for Accounts Payable.
			<input type="checkbox"/> Checking <input type="checkbox"/> Savings	
<p><b>Internal Revenue Federal Regulations requires self-disclosure if you intend to transfer your entire electronic payment from your U.S. bank account to a foreign bank account (to another country). If this statement is true, please immediately contact the University Payroll Office by email notification to <a href="mailto:payroll@ncat.edu">payroll@ncat.edu</a> or call 336.334.7888.</b></p>				
Authorization				
<p>I understand that Direct deposit enrollment is required for all employees for payroll. I understand that my enrollment authorizes North Carolina A&amp;T State University and my bank(s) to deposit my net payroll and accounts payable reimbursements directly to the account(s) as listed above. (This authorization is <u>unrelated</u> to student refunds and net financial aid disbursements administered through TouchNet.)</p> <p>I acknowledge that electronic payments to the designated account(s) must comply with the provisions of U.S. law, as well as the requirements of the Office of Foreign Assets Control (OFAC). I affirm that the entire payment amount is not subject to being transferred to a foreign bank account.</p> <p>If North Carolina A&amp;T State University deposits funds to my account(s) which I am not entitled to receive, I authorize North Carolina A&amp;T State University to direct the bank to return the funds deposited. Otherwise, the unentitled pay will be deducted from my next pay check. I understand that it is my responsibility to verify deposits on a per pay period basis prior to writing checks, authorizing funds, or withdrawing funds and the University is not responsible for bank errors or bank fees.</p> <p>I understand that I must IMMEDIATELY notify the University Payroll Office, if my bank account is changed or closed for any reason. North Carolina A&amp;T State University will transmit my payment electronically based on the information I have provided at the time the payroll is processed. If the transmission fails because I have given incorrect or outdated information, the University can only provide a replacement payment AFTER the University has received a refund from the financial institution (usually within 5 to 7 business days). I understand that I must establish a new bank account for my payroll direct deposit to remain compliant for continued employment.</p> <p>This authorization will remain in effect until one of the following events occurs: (1) the University has received written notification from me to terminate in such time and such manner as to afford the University a reasonable opportunity to act on it, (2) the bank closes my account, or (3) the University cancels the agreement. NC A&amp;T has the right to retract and correct payments, as necessary. <i>I understand that if I have not received direct deposit payment from the University payroll within 365 days, my direct deposit will be cancelled. Thereafter, for payroll activity, I will be required to complete a new direct deposit agreement or reactivate direct deposit through the Employee Self-Service Dashboard.</i></p>				
<b>Authorized Signature:</b>			<b>Date:</b>	

FOR PAYROLL OFFICE USE ONLY:		Banner Entry Date	Entered By
Faxed/Mailed Validation Completed:	<input type="checkbox"/> Verbal Clearance on _____ by Payroll Member _____		

**North Carolina A&T State University**  
**Direct Deposit Form for Payroll & Accounts Payable**

**Direct Deposit Pay Required**

Direct deposit is a condition of employment for all new and existing employees.

**Payroll Direct Deposit Benefits**

Direct Deposit offers University employees the option of having their net paycheck amount deposited in the following ways:

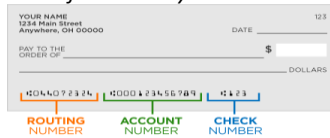
- ❖ 100% of the net check deposited to a checking or savings account.
- ❖ Net paycheck can be allocated up to three banking accounts.
- ❖ Allocation for secondary deposit accounts can be designated as a percentage or flat amount.

**Accounts Payable Direct Deposit Benefits**

Employees receiving business expense reimbursements or students receiving a student payment can choose one bank account (checking or savings) to have their funds deposited. The choice is distinctly different from their Payroll Direct Deposit selection, and is designated as such on the Direct Deposit Enrollment and Change form.

**Instructions**

1. Check the applicable box for Direct Deposit Enrollment or Direct Deposit Change.
2. Complete the Personal Information Section. (If left blank, form will not be accepted.)
  - a. Banner ID Number: Enter your university assigned nine-digit Banner identification number.
  - b. Name: Enter your legal first name, middle name and last name (surname).
  - c. NCAT.EDU Email Address: Enter your ncat.edu email address as a source of contact.
  - d. Contact Phone Number: Enter your direct contact number (area code and seven digit phone number).
3. **Payroll Direct Deposit Information:** To be completed by employees (temporary and student employees, faculty and staff)
  - ❖ If you establish one account for your total net paycheck deposit, it must be designated as *Remaining Net Pay (Required)*. Do not use the percentage or flat amount columns.
  - ❖ If you elect to use multiple deposit accounts for payroll, one account must be established for the remainder of funds (*Remaining Net Pay*).
    - a. List the bank name. **The first account listed must be the primary account to receive your net paycheck (Remaining Amount).**
    - b. List the ACH bank routing number and bank account number for each financial institution you intend to allocate your net paycheck deposit. *Review the routing and account numbers for accuracy.*
- c. Select for each bank account listed the appropriate type as checking or savings. Review the routing and account number for accuracy.
- d. Identify and enter the required Remaining Net Pay bank account information first, and if applicable, designate the percentage or flat dollar amount for each secondary account listed for net paycheck deposit.



Bank Name	ACH Bank Routing Number	Bank Account Number	Type of Account	Deposit Type
Bank of America	053000196	123456789	<input checked="" type="checkbox"/> Checking <input type="checkbox"/> Savings	<input checked="" type="checkbox"/> Remaining Net Pay ( <i>Required</i> )
SECU	253177049	2345678910	<input type="checkbox"/> Checking <input checked="" type="checkbox"/> Savings	25 % OR \$ _____ (Flat Amount)
Wells Fargo	053000219	34567891011	<input checked="" type="checkbox"/> Checking <input type="checkbox"/> Savings	_____ % OR \$ <u>500.00</u> (Flat Amount)
❖ When establishing bank accounts for net paycheck deposit, one account must be identified as Remaining Net Pay (Required). ❖ When establishing multiple accounts for net paycheck deposit, secondary accounts can be allocated by percentage or flat amount. <b>Note: Allocating your net paycheck to multiple banks will process that the account identified as Remaining Net Pay receive the remainder of your net paycheck AFTER the secondary percentage and/or flat amount(s) designated have been distributed.</b>				

4. **Accounts Payable Direct Deposit Information:**
  - a. Enter the bank name and ACH bank routing number and bank account number for the financial institution, and select bank account type as checking or savings. *Review the routing and account numbers for accuracy. If you do not assign a bank account for Accounts Payable Direct Deposit on the form, the bank account designated for Payroll Direct Deposit – Remaining Net Pay will be assigned.*
5. Read, sign, and date the Authorization Statement (unsigned authorization statements will not be accepted).
6. Attach a voided check (*deposit slips are not accepted*) or a letter from your bank detailing the routing and account numbers. *Forms will not be processed without one of these two bank account verification documents.*  
**Bank Letter Account Information Verification:** If you do not have a checking account or prefer not to submit a voided check, you will need to submit a letter from your bank, which includes your legal name, and bank routing and account numbers. Some banks offer an on-line direct deposit authorization form that allows the account-holder to generate a form letter validating their bank routing and account numbers to enroll in their employer's direct deposit program. This form can be submitted as the required document along with your Direct Deposit Enrollment and Change Form to satisfy account verification instead of a voided check. *A bank statement is not an official letter from your bank.*

**Direct Deposit Form Submission Options**

- ❖ Mail or hand-deliver the completed direct deposit form and voided check or bank letter to the Payroll Office located in the Dowdy Administration Building, Suite 305 or you may fax the form and attachments to 336.256.0801. (*A payroll team member will contact you to complete the identity and data security verification required for mailed and faxed direct deposit enrollment and change form submissions.*) **PLEASE DO NOT EMAIL THIS FORM** - This form contains confidential and sensitive information; therefore, based on the university policy, and federal and state regulations, the Payroll Office will not open or process an emailed direct deposit form.