



**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

**⚠ Online enrollment or change to direct deposit can be achieved via [Aggie Access Employee Dashboard!](#)**

- ❖ Complete the below sections and attach a “voided check” or an official “bank deposit letter/form” for direct deposit enrollment or to change existing bank account information.
- ❖ Forms will not be processed without one of the acceptable bank account documents.
- ❖ Forms not received at least five (5) business days before the scheduled payroll process will become effective in the next pay period.
- ❖ Please type and/or print legibly.

	<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.

## Section I: Employee Personal Information

BANNER ID NUMBER	FIRST NAME	MI	LAST NAME
NCAT EMAIL ADDRESS		PHONE NUMBER	

- ❖ If you establish one account for your total net paycheck deposit, it must be designated as *Remaining Net Pay*. **Do not use % or flat amount.**
- ❖ If you elect to distribute your “net pay” to multiple deposit accounts for payroll, **one account must be established as Remaining Net Pay (Required) and you must complete the below section to outline the breakdown for the multiple accounts.**

## Section II: Payroll Direct Deposit Allocation (Employee Salary and Wage Payments)

Bank Name	Type of Account	Deposit Type <small>Only enter the appropriate percentage or flat dollar amount when establishing multiple accounts for payroll “net pay” distribution</small>
	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	<input type="checkbox"/> <b>Remaining Net Pay (Required)</b>
	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	_____ % <b>OR</b> \$ _____ (Flat Amount)
	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	_____ % <b>OR</b> \$ _____ (Flat Amount)

## Section III: Accounts Payable Direct Deposit Allocation (Business Expense Reimbursements or Student Payments)

Bank Name	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	

The Internal Revenue Federal Regulations require you to self-disclose if you will transfer your entire electronic payment from your U.S. bank account to a foreign bank account (outside the U.S.). If this statement is true, you must disclose transfer intent with the submission of this form, or notify the Payroll Office by email to [payroll@ncat.edu](mailto:payroll@ncat.edu) if it becomes a factor in the future.

### Authorization

I understand that Direct deposit enrollment is required for all employees for payroll. I understand that my enrollment authorizes North Carolina A&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 unrelated to student tuition refunds and net financial aid disbursements administered through TouchNet.**

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.

If North Carolina A&T State University deposit funds to my account(s) which I am not entitled to receive, I authorize North Carolina A&T State University to direct the bank to return the funds deposited. Otherwise, the unentitled pay will be deducted from my next pay check or go to collections for overpayment recovery. 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 that the University is not responsible for bank errors or bank fees.

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&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.

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 this agreement. NC A&T has the right to retract and correct payments, as necessary. *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.*

<b>Authorized Signature:</b>	<b>Date:</b>
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FOR PAYROLL OFFICE USE ONLY:	Employee Identity Reviewed at Intake	Banner Entry Date	Entered By
	By: _____	Date: _____	_____

**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. Section I: Employee Personal Information. Enter your information. Incomplete forms will not be processed.
  - a. Required field - Banner ID Number: Enter your university assigned nine-digit Banner identification number.
  - b. Required fields - Name: Enter your legal first name, middle initial and last name (surname).
  - c. Required field - NCAT.EDU Email Address: Enter your ncat.edu or aggies.ncat.edu email address as a source of contact.
  - d. Required field - Contact Phone Number: Enter your direct phone number (area code and seven-digit phone number).
3. Section II: Payroll Direct Deposit Allocation:
  - a. Establishing **one account** for your total net paycheck deposit.
    - i. Enter your *bank name*.
    - ii. Check the appropriate account type as *checking* or *savings*.
    - iii. Check *Remaining Net Pay* (Required)
  - b. Establishing **multiple account allocation** for payroll (up to 3 accounts):
    - i. Identify and enter the account that will act as your primary account of deposit (*Remaining Net Pay - Required*).
    - ii. List the bank name for each account listed for allocation.
    - iii. Select the appropriate account type as *checking* or *savings*.
    - iv. Designate the *percentage* and/or *flat dollar amount* for the secondary accounts allocating your net paycheck deposits.

Bank Name	Type of Account	Deposit Type
Bank of America	<input checked="" type="checkbox"/> Checking <input type="checkbox"/> Savings	<input checked="" type="checkbox"/> Remaining Net Pay ( <i>Required</i> )
State Employees' Credit Union	<input type="checkbox"/> Checking <input checked="" type="checkbox"/> Savings	<u>  25  </u> % OR \$ _____ (Flat Amount)
Wells Fargo	<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. <i>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.</i>		

4. Section III. Accounts Payable Direct Deposit Information:
  - a. Enter the bank name for the financial institution and check the appropriate 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 form Authorization (unsigned authorization statements will not be accepted).
6. Attach a voided check or an official deposit account letter from your financial institution that includes your name as the account holder, the bank's name, routing number and deposit account number.
  - a. You must include an acceptable account document for each separate bank listed for multiple account allocation.
  - b. Forms will not be processed without one of the acceptable account verification documents.
  - c. We do not accept account deposit slips nor personal bank statements.

**Direct Deposit Form Submission Options**

- ❖ Paper direct deposit forms must be submitted in-person to the University Payroll Office located in the Dowdy Administration Building, Suite 305. You will be asked to present a valid form of identification along with the required Void Check or Official Bank Form. The ID presented must be a physical document. It cannot be a digital copy saved on a phone, table or computer.
- ❖ If you cannot submit in-person, you must enroll or change direct deposit information online through the Aggie Access Employee Dashboard with your employee credentials.