

**University System of New Hampshire**  
**Direct Deposit Authorization Form**  
**FIXED Amount Instructions**

USNH employees may elect to have a fixed amount of money withheld from their biweekly paychecks and electronically direct deposited to their selected bank(s). One or more fixed direct deposits is allowed as long as the sum of amounts does not exceed the net pay amount. A net deposit will occur for the balance of pay after fixed amounts have been processed. No fixed direct deposit will be made if insufficient net pay is available.

USNH HR and Payroll use e-mail as a cost effective and sustainable way to communicate direct deposit transactions to employees. In keeping with this initiative, e-mail will be used to communicate Direct Deposit transactions for both Payroll and Accounts Payable. A link to WISE ([wise.unh.edu](http://wise.unh.edu)) will provide easy logon to obtain full payroll stub details.

To also elect an electronic net pay direct deposit, complete the USNH Payroll Direct Deposit Authorization Form -Net Pay and Employee Reimbursement. The completed form should be forward it to your Campus Payroll Office.

- If a voided check is not provided, a pre-note transaction (test feed) is necessary for any new elections or changes.
- This pre-note will cause a one pay period delay between the time the request is entered into the Banner HR system and the first electronic direct deposit.

You can use [WISE](http://wise.unh.edu) to self-direct your direct deposit allocation to your bank account.

Any questions should be directed to your Campus Payroll Office.

**Personal Information**

1. Clearly print your Last, First, and Middle name above the line provided.
2. Print your USNH ID Number (9 digits) in the boxes provided.
3. Print your Campus Telephone Number or where you can normally be reached during the day in case there are any questions about how you filled out the form.
4. Put a check (✓) in the box next to the campus/institution where you work.

**Fixed Amount - section**

1. Put a check (✓) in the box to indicate if you want to begin, to change, or to discontinue a fixed amount direct deposit. You must also supply the dollar amount you want deposited into the account each paycheck.
2. Indicate the priority number in the box provided. One is the first priority. The money will first go into the bank account designated as priority 1. Then it will be deposited into bank accounts numbered 2 and 3, etc., respectively. The form accommodates up to 3 fixed amounts. If you want more than 3, complete a second form, making sure to indicate the priority codes on that form. Any remaining amount will go to the bank account designated for the net amount (complete USNH Direct Deposit – Authorization Form Net Pay and Employee Reimbursement).
3. Place a check (✓) in the box next to Do Not Change Bank Information, if you are only changing the dollar amount or priority indicator.
4. Clearly print the name and address of the bank.
5. Put a check (✓) in the box next to the type of bank account, checking/Now or savings, to which you would like your funds directly deposited.
6. Print the Bank Transit Routing Number (9 digits) in the boxes provided. If your account is a checking account this number can be found between the first two colons in the bottom left corner of a check from your account. If your account is a savings account, you can get the information from your bank or your bank statement.
7. Print the account number in the boxes provided. The length of this number varies so do not be alarmed if your account number does not fill all the boxes. If your account is a checking account, this number can be found between the second and third colon on the bottom of the check from your account. The number after the last colon should be the check number shown in the upper right corner. If your account is a savings account, you can get the information from your bank or your bank statement

**Authorization**

1. Read the disclaimer paragraph and sign the Employee's Authorizing Signature/Date box, which will authorize USNH to start your direct deposit. If this is a joint account the other person whose name is on the account also needs to sign this form.
2. Enter your campus e-mail address or another e-mail address where you desire your deposit notification to be sent.

# UNIVERSITY SYSTEM OF NEW HAMPSHIRE

## Direct Deposit Authorization Form

### FIXED Amount

Beginning 9/18/2009, direct deposit notifications will be sent to you via e-mail to the address on file.  
Paystub detail is available through WISE at [wise.unh.edu](http://wise.unh.edu)

[Go to WISE to enroll in self-service Direct Deposit or to change your direct deposit allocations](#)

<b>Personal Information</b>	<p>Name: _____  <div style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> <span>Last</span> <span>First</span> <span>Middle</span> </div> </p> <p>USNH ID # <span style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></span> <span style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></span> <span style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></span> <span style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></span> <span style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></span> <span style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></span> <span style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></span> <span style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></span></p> <p>Campus/Institution: <input type="checkbox"/> GSC <input type="checkbox"/> KSC <input type="checkbox"/> PSU <input type="checkbox"/> SYS <input type="checkbox"/> UNH</p>
-----------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<b>Fixed Amount</b>	<p>Deposit this fixed amount into my bank account each pay period:</p> <p> <input type="checkbox"/> Begin \$_____             <input type="checkbox"/> Change from \$_____ to \$_____             <input type="checkbox"/> Discontinue         </p> <p> <input type="checkbox"/> Priority (1 being highest)             <input type="checkbox"/> Do Not Change Bank Information         </p> <table style="width: 100%;"> <tr> <td style="width: 30%;">Bank Name</td> <td style="border: 1px solid black; height: 20px;"></td> <td rowspan="2" style="width: 10%; vertical-align: top;"> <input type="checkbox"/> Checking/Now  <input type="checkbox"/> Savings             </td> </tr> <tr> <td>City and State</td> <td style="border: 1px solid black; height: 20px;"></td> </tr> </table> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p>Bank Transit Routing Number</p> <div style="border: 1px solid black; display: flex; justify-content: space-between; width: 100%;"> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> </div> <p style="text-align: center; font-size: small;"><i>Must be 9 Digits</i></p> </div> <div style="width: 45%;"> <p>Account Number</p> <div style="border: 1px solid black; display: flex; justify-content: space-between; width: 100%;"> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> </div> </div> </div>	Bank Name		<input type="checkbox"/> Checking/Now <input type="checkbox"/> Savings	City and State	
Bank Name		<input type="checkbox"/> Checking/Now <input type="checkbox"/> Savings				
City and State						

<b>Fixed Amount</b>	<p>Deposit this fixed amount into my bank account each pay period:</p> <p> <input type="checkbox"/> Begin \$_____             <input type="checkbox"/> Change from \$_____ to \$_____             <input type="checkbox"/> Discontinue         </p> <p> <input type="checkbox"/> Priority (1 being highest)             <input type="checkbox"/> Do Not Change Bank Information         </p> <table style="width: 100%;"> <tr> <td style="width: 30%;">Bank Name</td> <td style="border: 1px solid black; height: 20px;"></td> <td rowspan="2" style="width: 10%; vertical-align: top;"> <input type="checkbox"/> Checking/Now  <input type="checkbox"/> Savings             </td> </tr> <tr> <td>City and State</td> <td style="border: 1px solid black; height: 20px;"></td> </tr> </table> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p>Bank Transit Routing Number</p> <div style="border: 1px solid black; display: flex; justify-content: space-between; width: 100%;"> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> </div> <p style="text-align: center; font-size: small;"><i>Must be 9 Digits</i></p> </div> <div style="width: 45%;"> <p>Account Number</p> <div style="border: 1px solid black; display: flex; justify-content: space-between; width: 100%;"> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> </div> </div> </div>	Bank Name		<input type="checkbox"/> Checking/Now <input type="checkbox"/> Savings	City and State	
Bank Name		<input type="checkbox"/> Checking/Now <input type="checkbox"/> Savings				
City and State						

<b>Authorization</b>	<p>There may be a one pay period delay due to required pre-notes for all direct deposit requests and changes.</p> <p style="font-size: small;">I hereby authorize and request the University System of New Hampshire to make payment of any amounts owed to me by initiating credit entries to my bank(s) and account(s) indicated above and I authorize and request the banks to accept any credit entries or adjustment entries initiated by the University System of New Hampshire to such account(s) and to enter the same to such account(s) without responsibility for the correctness thereof.</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p>Employee's Authorizing Signature/Date:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </div> <div style="width: 45%;"> <p>If Joint Account, Joint Holder Signature:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </div> </div> <div style="margin-top: 10px;"> <p><input type="checkbox"/> Campus E-mail Address <input type="checkbox"/> Other E-mail address</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </div>
----------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------