

UNIVERSITY OF UTAH PAYROLL DEPARTMENT
420 WAKARA WAY
TELEPHONE: 581-3636 FAX: 581-6146 or 585-3030

CANCEL DIRECT DEPOSIT AUTHORIZATION FORM

**ONLINE DIRECT DEPOSIT ENTRY FOR "NEW SET UP, AND CHANGE INFORMATION"
CAN BE FOUND AT <https://gate.acs.utah.edu> UNDER 'Payroll, Taxes and Salary'**

*DUE TO THE TIME REQUIRED FOR PAYROLL AND BANK PROCESSING, ALLOW ONE PAY PERIOD FOR IMPLEMENTATION.

YOU WILL RECEIVE A CHECK UNTIL THE CHANGES CAN BE PROCESSED.

I HEREBY AUTHORIZE THE UNIVERSITY OF UTAH TO CANCEL THE DEPOSIT OF MY NET PAY EACH PAY DAY DIRECTLY TO MY ACCOUNT(S) AND TO INITIATE, IF NECESSARY ANY DEBIT ENTRIES AND ADJUSTMENTS FOR ANY DIRECT DEPOSIT ERRORS MADE. I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO CHECK MY ACCOUNT EACH PAY DAY TO ENSURE THAT MY MONEY WAS CORRECTLY DEPOSITED.

THE UNIVERSITY WILL NOT BE LIABLE FOR EMPLOYEE BANK CHARGES RESULTING FROM PROBLEMS ASSOCIATED WITH DIRECT DEPOSIT SUCH AS: ERROR IN EMPLOYEE PROVIDED BANK INFORMATION, OR LACK OF EMPLOYEE NOTIFICATION WHEN A BANK ACCOUNT IS CLOSED.

*EMPLOYEE NAME		*DATE	*PHONE NUMBER
*EMPLOYEE ID #	*SOCIAL SECURITY NUMBER	*SIGNATURE	