

- New Request
- Change
- Cancellation

**THE J. PAUL GETTY TRUST  
DIRECT DEPOSIT AUTHORIZATION FORM**

**Employee Information**

Name \_\_\_\_\_ Department \_\_\_\_\_ Employee # \_\_\_\_\_

**Instructions**

1. Complete the bank account information. Payroll deposits must total 100% of net pay. Limit two accounts.
2. Select a method to receive expense reimbursements. If you have more than one account, direct deposits for expense transactions will be received in account #2.
3. Sign the form.
4. Attach a deposit slip or voided check for each account listed.
5. Send to payroll.

Account	Bank Information
<b>1</b>	Financial Institution _____ <input type="checkbox"/> Checking <input type="checkbox"/> Savings    Account # _____ Amount \$ _____                      Percentage _____ %
<b>2</b>	Financial Institution _____ <input type="checkbox"/> Checking <input type="checkbox"/> Savings    Account # _____ REMAINING BALANCE

**Please note: By completing this form expense reimbursements will automatically be direct deposit as well. If using the two-account option, expenses will be deposited into account #2. If you DO NOT want your expenses direct deposited, check the box to your right marked "check".**       **Check**

**Please answer this question:**

**Are you currently receiving expense reimbursements via check?**     **Yes**     **No**

**Important Information:**

This form can be used to have your pay or portion of your pay directly deposited to a UCU checking or savings account. Do not use this form for deposits to cover a UCU loan payment. For these, contact the credit union and they will initiate an Employee Payroll Deduction Form.

With the selection of direct deposit, I authorize the J. Paul Getty Trust to initiate credits and/or debits to my account. Debits shall be initiated only to make appropriate adjustments against a prior credit. This authorization is to remain in effect until canceled in writing, by submission of a new Direct Deposit Authorization Form. All authorizations and changes are subject to normal payroll deadlines.

Direct Deposit will be effective approximately 21 days from the date this form is received by Payroll. The waiting period is used by the banking system for safety and verification of account information with the above listed financial institution(s). Any paychecks issued during the waiting period will be routed as they were, previous to this request.

The Trust will provide an earnings statement on each payday.

**I choose to have my net pay directly deposited to the financial institution(s) indicated above.**

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_