



**Authorization of Direct Deposit for Student Employment  
2019-2020**

**Name** \_\_\_\_\_ **ID Number** \_\_\_\_\_

New employee **-complete direct deposit information below -REQUIRED**

- Previous student employee
- use direct deposit information on file
  - new direct deposit information below

Type of Account: \_\_\_\_\_ Checking \_\_\_\_\_ Savings

Transit Routing Number \_\_\_\_\_ Account Number \_\_\_\_\_

Name of Bank/Credit Union \_\_\_\_\_ City \_\_\_\_\_

(A voided check for a checking account or deposit slip for a savings account is required.)

This account number will remain in effect until I notify the University of Dubuque of a new account number. I authorize the University to directly credit and debit the above listed account for my student employment earnings and adjustments/errors if necessary.

**Please check one of the options below.**

\_\_\_\_ **Option 1 - Important information on the back of this form!**

I agree to have my student employment earnings directly applied to my student account, which represents payment for tuition, room, board, and fees for the 2019-2020 academic year. Employment is not guaranteed; I understand it is my responsibility to find employment.

I understand that the full amount of each student employment payroll check will be applied to my student account until my account is paid in full. Once my student account is paid in full, I authorize the University of Dubuque to directly deposit my student employment checks into the bank account listed above.

Any unpaid balance on my student account will have to be paid before registering for the next semester.

\_\_\_\_ **Option 2**

I do not wish to apply my earnings to my student account. I authorize the University of Dubuque to directly deposit my student employment checks into the bank account listed above. I understand any unpaid balance on my student account will prevent me from registering for the next semester.

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

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

**Return this form and voided check/deposit slip to:**

University of Dubuque  
Attn: Student Accounts  
2000 University Avenue  
Dubuque, IA 52001

**The Following Information Applies to Students Who Choose Option 1**

Please know, participation in the work study program is optional; however, if students choose to participate in the work study program, the following applies:

When semester tuition is due on the student account, the semester balance should be at \$1,000.00 (i.e. fall 2019 tuition is due August 12<sup>th</sup>; spring 2020 tuition is due January 10<sup>th</sup>). Students are responsible for earning \$1,000.00 in work study per semester, or \$250.00 each month. In order to achieve this goal, students will need to work 8-10 hours per week at their work study job.

The work study breakdown is as follows:

Fall 2019

Amount your semester balance should be at...	...after this pay date
\$750.00	10.11.2019
\$500.00	11.08.2019
\$250.00	12.13.2019
\$0.00	01.10.2020

Spring 2020

Amount your semester balance should be at...	...after this pay date
\$750.00	02.14.2020
\$500.00	03.13.2020
\$250.00	04.10.2020
\$0.00	05.08.2020

Signature: \_\_\_\_\_

Date: \_\_\_\_\_