

**Authorization of Direct Deposit for Student Employment
2023-2024**

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 _____

REQUIRED DOCUMENT

Documentation from your Financial Institution verifying your account number. This could be a void check, a screen shot of both your account and routing numbers or a letter from your Financial Institution.

This account number will remain ineffect 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**

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 **2023-2024** 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 with the above required documents to:

University of Dubuque
Attn: PAYROLL DEPARTMENT
2000 University Avenue
Dubuque, IA 52001