

**University System of New Hampshire**  
**Direct Deposit Authorization Form**  
**Net Pay and Employee Reimbursement Instructions**

USNH encourages all employees to participate in the electronic direct deposit program for their payroll and employee reimbursement payments. Direct deposit is considered the USNH standard method of pay. Direct deposit information will be requested from employees at the time of employment. Electronic direct deposit is a free service, providing many benefits to employees; offering a sustainable, fast, safe and dependable method to receive payment. It eliminates the possibility of a lost or stolen check. Payroll payment occurs on the employee's normal payment date for their pay period.

USNH Payroll and Accounts Payable use e-mail as a cost effective and sustainable way to communicate direct deposit transactions to employees. A link to WISE ([wise.unh.edu](http://wise.unh.edu)) will provide easy logon to obtain the full payroll stub details.

Generally you can use [WISE](http://wise.unh.edu) to self-direct your direct deposit net pay amount to your bank account. WISE cannot be used if your direct deposit transaction is an International ACH Transaction (IAT), such that you have authorized your U.S. Bank to forward your entire deposit to a foreign bank. In this instance you must complete the USNH Direct Deposit Authorization Form and send it to the USNH Payroll Office at 1 Leavitt Lane in Durham.

If the paper form is completed and a void check is not provided, a pre-note transaction (test zero dollar 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 may also elect to have one or more fixed amounts directly deposited, by completing the USNH Payroll Direct Deposit Authorization Form – FIXED Amount.

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 where you work.

**Bank Information**

This section of the form is used to provide the bank information for net pay and employee reimbursement direct deposit.

1. Put a check (✓) in the box next to the requested action: Begin, Change Bank, Change Account, or Discontinue.
2. Clearly print the name and location of the bank where you would like your funds direct deposited.
3. Put a check (✓) in the box next to the type of bank account, checking/Now or savings.
4. 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 this information from your bank or your bank statement.
5. 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 this information from your bank or your bank statement.

**International ACH Information**

Complete this section ONLY if you have authorized entire deposit to be forwarded by your U.S. Bank to a Bank outside the US.

1. Clearly print the Country of Foreign Bank (country where the money is being sent)
2. Put a check (✓) in box next to Type of Payment (Payroll, Business, or Miscellaneous)
3. Clearly print your foreign postal address to include: Street, City, State/Province, Zip Code and Country

## Authorization

1. Read the disclaimer paragraph and notes, and sign the Employee's Authorizing Signature/Date box, authorizing 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.

\* If selecting a checking account in step 3 of Bank Information above, please attach a "voided" check (write "void" across the front and back of the check) to the bottom of the Paycheck Distribution Form. This "voided" check is required to verify all bank and account information is correct.

