



**The Catholic University of America**  
**Request By Employee For Payment of Salaries or Wages**  
**By ACH Credit (Direct Deposit)**



The Catholic University of America (CUA) is hereby authorized and requested to pay the net amount of the salaries or wages due to me by credit to my account with the financial institution designated below and continuing until cancelled by me in writing or due to termination of my employment. I also authorize CUA to withhold or debit funds from ACH clearinghouse because of error or application towards personal debt to CUA..

Name \_\_\_\_\_ Employee ID# \_\_\_\_\_

Dept. \_\_\_\_\_ Day Time Phone # \_\_\_\_\_

<b>Account # 1</b>	Checking _____	Savings _____
Name of Financial Institution	_____	
Routing Number	_____	
Account Number	_____	
Dollar Amount or Percentage of Net Pay	_____	

<b>Account # 2</b>	Checking _____	Savings _____
Name of Financial Institution	_____	
Routing Number	_____	
Account Number	_____	
Dollar Amount or Percentage of Net Pay	_____	

<b>Account # 3</b>	Checking _____	Savings _____
Name of Financial Institution	_____	
Routing Number	_____	
Account Number	_____	
Dollar Amount or Percentage of Net Pay	_____	

(For checking accounts please attach a voided check or photocopy )

It is the responsibility of the employee to notify the Payroll Office in advance whenever there is any change to their direct deposit. There will be a \$37.00 charge for issuing an off cycle check when a direct deposit transaction is rejected by the banking system for any reason which is the responsibility of the employee.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_