

Hampton University  
Hampton, VA 23668

### Payroll Direct Deposit Form

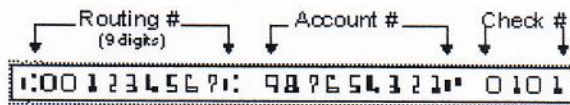
Direct deposit forms are to only be completed by <sup>Semi</sup> ~~monthly~~ or **bi-weekly employees (circle one)**. A voided check or letter from your financial institution is required before your direct deposit can be set up. **Please allow 2-3 pay periods for your direct deposit to begin.**

Name: \_\_\_\_\_

ID: \_\_\_\_\_

Dept: \_\_\_\_\_

Ext: \_\_\_\_\_



**Bank #1:**

Financial Institution: \_\_\_\_\_

Account Number: \_\_\_\_\_

Routing Number: \_\_\_\_\_

Amount: (For entire check write 'NET') \_\_\_\_\_

Account Type:       SAVINGS       CHECKING

**Bank #2:**

Financial Institution: \_\_\_\_\_

Account Number: \_\_\_\_\_

Routing Number: \_\_\_\_\_

Amount: \_\_\_\_\_

Account Type:       SAVINGS       CHECKING

Signature \_\_\_\_\_

Date \_\_\_\_\_