

**Hampton University**  
**Hampton, VA 23668**  
**Payroll Direct Deposit Form**

Direct deposit forms are to be completed by semi-monthly, bi-weekly employees and students (circle one).  
A voided check or letter from your financial institution is required before your direct deposit can be set up.

Name: \_\_\_\_\_  
ID: \_\_\_\_\_  
Dept: \_\_\_\_\_  
Ext: \_\_\_\_\_



**Bank #1:**

Financial Institution: \_\_\_\_\_  
Account Number: \_\_\_\_\_  
Routing Number: \_\_\_\_\_  
Amount: (For entire check write 'NET') \_\_\_\_\_  
Account Type:  Checking  Savings

**Bank #2:**

Financial Institution: \_\_\_\_\_  
Account Number: \_\_\_\_\_  
Routing Number: \_\_\_\_\_  
Amount: \_\_\_\_\_  
Account Type:  Checking  Savings

Signature \_\_\_\_\_

Date \_\_\_\_\_