



## Direct Deposit Authorization Form

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ XU ID Number: \_\_\_\_\_

Initial Enrollment  Change In Enrollment

I authorize Xavier University of Louisiana and the financial institution listed below to initiate electronic credit entries and if necessary debit entries and adjustments for any credits entries in error each pay day to (put Financial Institution's name below with city and state of Financial Institution) - email this authorization form to Sharlene LeBlanc at [sleblan1@xula.edu](mailto:sleblan1@xula.edu) along with a voided check or your checking/savings account information on your banks official authorization form.

Please note for your initial enrollment/change in enrollment, your first check will not be direct deposit. It will be set up as a pre-note for verification and you will receive a paper check. You can pick up your first check at Xavier South - 3<sup>rd</sup> Floor – Office of Fiscal Services - Cashier's Window.

Checking Account

Savings Account

This authorization will remain in effect until I have cancelled it in writing.

Transit Routing Number

Account Number

### Cancellation of Direct Deposit

\*Effective, \_\_\_\_\_ please cancel my direct deposit with \_\_\_\_\_  
Financial Institution

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

\_\_\_\_\_  
Signature

\* You will be required to open a new checking or savings account by next payroll.