

**University System of New Hampshire**  
**Payroll Direct Deposit Authorization Form**  
**FIXED Amount Instructions**

USNH employees may elect to have a fixed amount of money withheld from their biweekly paychecks and electronically direct deposited to their selected bank(s). One or more fixed direct deposits is allowed as long as the sum of amounts does not exceed the net pay amount. A net deposit will occur for the balance of pay after fixed amounts have been processed. No fixed direct deposit will be made if insufficient net pay is available.

USNH Payroll uses email as a cost effective and sustainable way to communicate direct deposit transactions to employees. In keeping with this initiative, email will be used to communicate Direct Deposit transactions for both Payroll and Accounts Payable.

A link to WISE ([wise.unh.edu](http://wise.unh.edu)) will provide easy logon to obtain the full pay stub details. [WISE](#) can also be used to self-direct your direct deposit allocation to your bank account.

**If the paper form is chosen as the method to enroll in Direct Deposit, you MUST deliver the completed form, a voided check and provide a Photo ID in person to your Campus HR/Payroll office.** If a voided check is not provided (if the account is a savings account), 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. A paper form cannot be used to enroll in direct deposit for employee reimbursement payments – you must enroll via WISE.

Any questions on this form should be directed to your Campus Payroll Office.

To also elect an electronic net pay direct deposit, complete the USNH Payroll Direct Deposit Authorization Form –Net Pay. The completed form should be forwarded 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 the telephone number at which 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.

**Fixed Amount Information**

1. Put a check (✓) in the appropriate box to indicate if you want to begin, change or discontinue a fixed amount direct deposit. You must also supply the dollar amount you would like deposited into the account each paycheck.
2. Indicate the priority number in the box provided – one is the first priority. The money will first go into the bank account designated as Priority 1. Then it will be deposited into bank accounts numbered two, three, etc., as applicable. The form accommodates up to three fixed amounts. If you would like more than three, complete a second form, making sure to indicate the priority codes on that form. Any remaining amount will go to the bank account designated for the net amount (complete USNH Payroll Direct Deposit – Authorization Form Net Pay).
3. Place a check (✓) in the box next to Do Not Change Bank Information, if you are only changing the dollar amount or priority indicator.
4. Clearly print the name and address of the bank.
5. Put a check (✓) in the box next to the type of bank account (checking/Now or savings) into which you would like your funds directly deposited.
6. 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 the information from your bank or your bank statement.
7. 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 colons on the bottom of a 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 the information from your bank or your bank statement.

**Authorization**

1. Read the disclaimer paragraph and notes, and sign in the Employee's Authorizing Signature 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 email address, or a different email address, where you desire your deposit notification to be sent.

\* If selecting a checking account in step three 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.

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UNIVERSITY SYSTEM OF NEW HAMPSHIRE

Direct Deposit Authorization Form

FIXED Amount

**If you choose sign up for Direct Deposit using the paper form, you MUST deliver it in person to your Campus HR/Payroll office with a voided check and Photo ID. A paper form cannot be used to enroll in direct deposit for employee reimbursement payments - you must enroll via WISE.**

Note: An attached voided check will immediately activate your direct deposit. Otherwise a \$0.00 test will be sent to the bank one week prior to activation.

Changes to your check distribution address should be communicated on the Address Change Form through your Campus Human Resources Office or via WISE.

Questions regarding the delivery of paper forms may be directed to your Campus HR/Payroll office:

GSC	603-513-1329	<a href="mailto:GSC.Payroll@Granite.edu">GSC.Payroll@Granite.edu</a>
KSC	603-358-2482	<a href="mailto:Jtuttle1@Keene.edu">Jtuttle1@Keene.edu</a>
PSU	603-535-2250	<a href="mailto:Pplante@Plymouth.edu">Pplante@Plymouth.edu</a>
UNH	603-862-1400	<a href="mailto:Payroll@UNH.edu">Payroll@UNH.edu</a>
USNH	603-862-1474	<a href="mailto:Payroll.USNH@USNH.edu">Payroll.USNH@USNH.edu</a>