

University System of New Hampshire
Direct Deposit Authorization Form
Net Pay and Employee Reimbursement Instructions

USNH encourages all employees to participate in the electronic direct deposit program for their payroll and employee reimbursement payments. Direct deposit is considered the USNH standard method of pay. Direct deposit information will be requested from employees at the time of employment. Electronic direct deposit is a free service, providing many benefits to employees; offering a sustainable, fast, safe and dependable method to receive payment. It eliminates the possibility of a lost or stolen check. Payroll payment occurs on the employee's normal payment date for their pay period.

USNH Payroll and Accounts Payable use email as a cost effective and sustainable way to communicate direct deposit transactions to employees. A link to WISE (wise.unh.edu) will provide easy logon to obtain the full pay stub details.

Generally you can use [WISE](http://wise.unh.edu) to self-direct your direct deposit net pay amount to your bank account. WISE cannot be used if your direct deposit transaction is an International ACH Transaction (IAT), such that you have authorized your U.S. Bank to forward your entire deposit to a foreign bank. In this instance, you must complete the USNH Direct Deposit Authorization Form and send it to your Campus Payroll Office.

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.

You may also elect to have one or more fixed amounts directly deposited, by completing the USNH Payroll Direct Deposit Authorization Form – FIXED Amount.

Any questions should be directed 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.

Bank Information

This section of the form is used to provide the bank information for net pay and employee reimbursement direct deposit.

1. Put a check (✓) in the box next to the action you would like us to take: Begin Direct Deposit, Change Bank, Change Account, or Discontinue Direct Deposit.
2. Clearly print the name and location of the bank where you would like your funds direct deposited.
3. Put a check (✓) in the box next to the type of bank account: Checking/Now or Savings.
4. 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 this information from your bank or your bank statement.
5. 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 this information from your bank or your bank statement.

IAT Information

Complete this section **ONLY** if you have authorized your entire deposit to be forwarded by your U.S. Bank to a bank outside of the U.S.

1. Clearly print the Country of the Foreign Bank (country to which the money is being sent).
2. Put a check (✓) in the box next to Type of Payment (Payroll, Business, or Miscellaneous).

3. Clearly print your foreign postal address to include: Street, City, State/Province, Zip Code and Country.

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
Net Pay and Employee Reimbursement

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

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	GSC.Payroll@Granite.edu
KSC	603-358-2482	Jtuttle1@Keene.edu
PSU	603-535-2250	Pplante@Plymouth.edu
UNH	603-862-1400	Payroll@UNH.edu
USNH	603-862-1474	Payroll.USNH@USNH.edu