

# **Direct Deposit** **Form**

*Using black or blue ink, please print neatly and complete all information below. Inability to read and input information correctly could result in a delay in being paid.*

NAME \_\_\_\_\_ MVNU ID# \_\_\_\_\_

**PRIMARY ACCOUNT INFORMATION** *Please print legibly!*

BANK NAME \_\_\_\_\_

ROUTING NUMBER \_\_\_\_\_

ACCOUNT NUMBER \_\_\_\_\_

Check one: ☐ Checking Acct ☐ Savings Acct

**SECONDARY ACCOUNT INFORMATION** (if applicable)

*If you would like your payment to be deposited into more than one account, please indicate the amount to be deposited into this account:* \$ \_\_\_\_\_

BANK NAME \_\_\_\_\_

ROUTING NUMBER \_\_\_\_\_

ACCOUNT NUMBER \_\_\_\_\_

Check one: ☐ Checking Acct ☐ Savings Acct

***If you need to add another account, please use the back of this form.***

I authorize MVNU to credit the above account(s) for direct deposit of any and all amounts due to me from the University. I understand that this agreement will remain in effect until I modify or cancel it and notify MVNU in writing. I also understand that this notification must be made no later than 10 days before the scheduled direct deposit to allow sufficient time for the payment to be changed or stopped.

Signature: \_\_\_\_\_

Today's Date (effective date) \_\_\_\_/\_\_\_\_/\_\_\_\_