



**LOYOLA
UNIVERSITY
CHICAGO**

AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSIT (CREDITS)

Loyola uses a mandatory Direct Deposit payroll system. It is the **NO HASSLE** way to deal with your pay. Please insure that you have established a savings or checking account with a financial institution to comply with this requirement.

Please complete the **Authorization Form** below and return to the Human Resources Office, LT 820, WTC. It generally takes 2 pay periods before the procedure is in place. When completed, your pay details will be delineated as part of the **Lawson Self-Service** tool. If you are not part of the Kronos Web Time Card, please check with your department for information on your direct deposit detail.

If you need further information on **DIRECT DEPOSIT** drop into the Human Resources Office, Lewis Towers, Suite 820, WTC and pick up a brochure or contact HR at 5-6175.

Bank Information

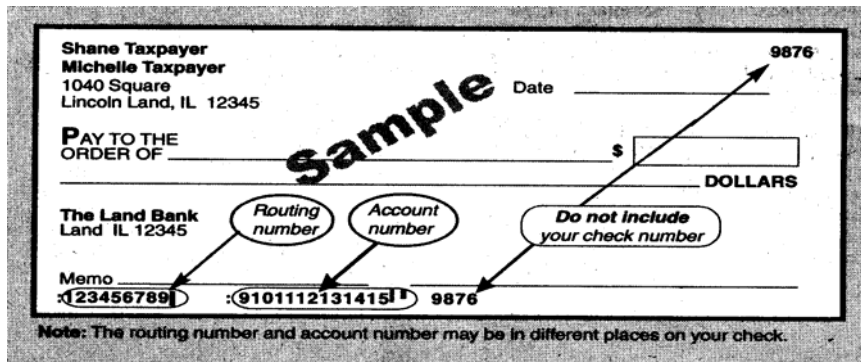
Start Change Other

Financial Institution: _____ Address: _____

City: _____ State: _____ Zip Code: _____

Routing/Transit/ABA No.: _____ Account Number: _____

Type of Account: Checking Savings



This authorization is to remain in full force and effect until LOYOLA UNIVERSITY has received written notification from me of its termination in such time and in such manner as to afford LOYOLA and the FINANCIAL INSTITUTION(S) a reasonable opportunity to act on it.

I hereby authorize Loyola University Chicago to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any incorrect credit entries to my account at the Financial Institution named above:

I have attached a photocopy or original of the institution's DEPOSIT SLIP or BLANK CHECK.

Name (print): _____ SS#/ Lawson Emp ID #: _____

Signature: _____ Date: _____ Extension: _____

Pay Schedule: Biweekly Monthly