



Preparing people to lead extraordinary lives

# Authorization for Direct Deposit of Payroll

Direct Deposit is mandatory for all University employees. Please ensure 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. If proper documentation is not submitted with the direct deposit form this process can take up to 2 pay periods before it is activated. Upon your direct deposit being activated, your direct deposit details are viewable through the Lawson employee self-service tool.

**If you opt out of this mandatory requirement, your paycheck will be mailed to your home address on payday. Paychecks will not be available for pick-up on payday.**

There has been a rule change to the United States (U.S.) ACH direct deposit system for payroll. If you receive your payroll via direct deposit at a U.S. bank and then have the entire payroll amount forwarded to a bank in another country, please advise the Human Resources department. There are new formatting requirements for these transactions that the University needs to follow. This rule change does not impact your payroll.

- Start direct deposit  
  Add an account  
  Change an account  
  Stop direct deposit

**Required:** Account that you want to receive your pay less money designated as an additional account below.

Name of Bank or Other Financial Institution	Bank Routing Transit/ABA Number	Account Number	Checking or Savings

**Optional:** Additional accounts that you would like to have money deposited into in order of priority.

Name of Bank or Other Financial Institution	Bank Routing Transit/ABA Number	Account Number	Checking or Savings	Amount or Percentage

This authorization is to remain in full force and effect until revoked by me in writing. Please attach a voided check or Financial Institution letter for each account to this form.

EMPLOYEE NAME: \_\_\_\_\_ Lawson ID: \_\_\_\_\_

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

PLEASE ATTACH A VOIDED CHECK, FINANCIAL INSTITUTION LETTER OR SAVINGS STATEMENT FOR EACH ACCOUNT ENSURING THAT YOUR BANK'S NINE DIGIT ABA/TRANSIT NUMBER IS CLEARLY IDENTIFIABLE.

**Return Direct Deposit Form and Voided Check to the Human Resources-WTC  
Lewis Towers, 820 N. Michigan Ave, Chicago, IL 60611 or email to [HR-Payroll-Processing@luc.edu](mailto:HR-Payroll-Processing@luc.edu).**