UNIVERSITY OF NEW MEXICO
AUTOMATIC CHECK DEPOSIT AUTHORIZATION
100 % of Net Pay
This form is used to add, change or cancel a payroll automatic check deposit. It can ONLY be used for deposits that are for 100% of net pay.

Payroll deadlines vary throughout the year. Please ask Payroll when this form will take effect.

(Check only one): ☐ START ☐ CANCEL ☐ CHANGE BANK OR ACCOUNT NUMBER

(Check only one): ☐ SAVINGS ☐ CHECKING

ACCOUNT NUMBER

Name of Bank/Credit Union

CITY/STATE where account was opened

PLEASE NOTE THE FOLLOWING:
A voided check or copy of a savings ID card from your bank must accompany this form for processing. If the documents are not provided, the request WILL NOT BE PROCESSED. It is the responsibility of the employee to notify the Payroll Office that an account has been closed or changed. This authorization will remain in effect unless otherwise notified. Termination of employment DOES NOT CANCEL authorization request.

VERY IMPORTANT

AUTHORIZATION:
I have read the above and I authorize UNM to make the deposit described on this form each pay period. This authorization will remain in effect until I have filed a new authorization. If funds to which I am not entitled are deposited into my account, I authorize UNM to direct the financial institution to return said funds.

SIGNATURE                DATE                Day time phone #

PLEASE STAPLE VOIDED CHECK HERE.

John and Jane Doe
2121 Spruce
City, St 11111

Pay to the order of ________________________________________________________

$__________________________

__________________________ Dollars

Form HR010 revised 10/02