

# *Xavier University of Louisiana*

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## **DIRECT DEPOSIT**

**Print Name:** \_\_\_\_\_ **Phone No:** \_\_\_\_\_

**Xavier ID No:** \_\_\_\_\_ **Social Security No:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Initial Enrollment**     **Change in Enrollment**

### ***Employee's Authorization***

*For all checking accounts, please attach a voided check or direct deposit authorization form, and for savings accounts, you are required to provide your account number on the financial institution's letterhead for verification purposes.*

*Please note for your initial enrollment, your first check will not be direct deposited into your account, it will be set up as a pre-note for verification and you will receive a paper check to be picked up at the Cashier's window at Xavier South, 3<sup>rd</sup> floor. Thereafter, each check will be direct deposited into your account.*

*If you are changing your checking/savings account, your first check after the change will be a paper check. Thereafter, each check will be direct deposited into your account.*

*I authorize Xavier University of Louisiana and the financial institution listed below to initiate electronic*