

Xavier University of Louisiana

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, 3rd 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