

**UNIVERSITY OF TEXAS HEALTH SCIENCE CENTER AT HOUSTON
AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT**

New Enrollment

Change

Discontinue

Employee Name	Employee ID <i>(Required)</i>
---------------	-------------------------------

Please note that a voided check must be attached for each account listed.

Bank/Credit Union	ACH/Routing Number	Account Number
-------------------	--------------------	----------------

Checking

Savings

Flat Dollar Amount
\$

OR

Percentage
\$

Bank/Credit Union	ACH/Routing Number	Account Number
-------------------	--------------------	----------------

Checking

Savings

Flat Dollar Amount
\$

OR

Percentage
\$

Bank/Credit Union	ACH/Routing Number	Account Number
-------------------	--------------------	----------------

Checking

Savings

Flat Dollar Amount
\$

OR

Percentage
\$

Bank/Credit Union	ACH/Routing Number	Account Number
-------------------	--------------------	----------------

Checking

Savings

Flat Dollar Amount
\$

OR

Percentage
\$

I authorized the University of Texas Health Science Center at Houston to credit my account with the depository named above. If UTHSC-H erroneously deposits funds into my account, I authorize the necessary debit entries, not to exceed the total of the original credits. The authorization will remain in effect until UTHSC-H has received written notification from me that it is to be discontinued in such time and manner for the University to act on it 30 days after or until my employment is terminated. In the event one or more of my accounts is inactive causing my funds to be rejected and returned by the bank, the rejected portion will be deposited to one of my active accounts and I will be notified of this action in writing. Additional information regarding UTHSC-H Direct Deposit is available at: <http://www.uth.tmc.edu/finance/payroll/directde.htm>

Fax form to (713) 500-3700.

Address City State Zip Code	Work Number
Signature	Date



Payroll

- Processing Calendars
- Timekeeper's Treasure
- Forms
- Links
- FAQ
- Contact Us

Payroll

... Direct Deposit

All employees of the UT Health Science Center at Houston are strongly encouraged to participate in direct deposit.

To enroll in Direct Deposit or to change your Direct Deposit information, log into [Employee Self Service](#) and make your changes online. If you are unable to access [Employee Self Service](#) you may complete the [Authorization Agreement for Direct Deposit](#) form, and return to **Payroll Department, UCT 10th Floor**, via inter-institutional mail along with a voided check.

Current participation in the Direct Deposit program at UTHSC-H is **94%**, indicating a high level of trust and employee satisfaction. Direct Deposit is a valuable benefit - and it is free! On payday, a detailed earnings statement is available online through [Employee Self Service](#). Trips to the bank and long waiting lines are eliminated along with the need to schedule vacations around paydays. The Federal Reserve Bank continues its operation whether you are on vacation, away on business, or if there is inclement weather or a natural disaster. You can be confident that your pay is secure in your bank.

An added feature of direct deposit at UTHSC-H is the option to split deposits between multiple accounts, either within the same or separate financial institutions in the continental United States. For example, you can deposit part of your check in a checking account and the balance in a savings account through routine payroll transactions.

For further assistance in joining those who enjoy the benefits of Direct Deposit, contact our Payments Team at 713-500-3962 or by email at payroll@uth.tmc.edu.

[Frequently Asked Questions regarding Direct Deposit](#)

[The University of Texas Health Science Center at Houston](#)

Site maintained by [Finance](#)

Last updated June 30, 2009

