

UNIVERSITY OF UTAH PAYROLL DEPARTMENT

250 East 200 South, Suite 125

Salt Lake City, Utah 84111

TELEPHONE: (801) 581-7873

FAX: (801) 585-3030

CANCEL DIRECT DEPOSIT AUTHORIZATION FORM

**ONLINE DIRECT DEPOSIT ENTRY FOR "NEW SET UP, AND CHANGE INFORMATION"
CAN BE FOUND AT <https://gate.acs.utah.edu> UNDER 'Payroll, Taxes and Salary'**

*****DUE TO THE TIME REQUIRED FOR PAYROLL AND BANK PROCESSING, ALLOW ONE PAY PERIOD FOR IMPLEMENTATION***.**

I HEREBY AUTHORIZE THE UNIVERSITY OF UTAH TO CANCEL THE DEPOSIT OF MY NET PAY EACH PAY DAY DIRECTLY TO MY ACCOUNT(S) AND TO INITIATE, IF NECESSARY ANY DEBIT ENTRIES AND ADJUSTMENTS FOR ANY DIRECT DEPOSIT ERRORS MADE. I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO CHECK MY ACCOUNT EACH PAY DAY TO ENSURE THAT MY MONEY WAS CORRECTLY DEPOSITED.

THE UNIVERSITY WILL NOT BE LIABLE FOR EMPLOYEE BANK CHARGES RESULTING FROM PROBLEMS ASSOCIATED WITH DIRECT DEPOSIT SUCH AS: ERROR IN EMPLOYEE PROVIDED BANK INFORMATION, OR LACK OF EMPLOYEE NOTIFICATION WHEN A BANK ACCOUNT IS CLOSED.

*EMPLOYEE NAME		*DATE	*PHONE NUMBER
*EMPLOYEE ID #	*SOCIAL SECURITY NUMBER	*SIGNATURE	