

THE UNIVERSITY OF TEXAS AT AUSTIN

Payroll Services Employee Information Form

Attach a Voided Personal Check Here
If You Select Direct Deposit

Please refer to the New Employee Checklist on the
Human Resource Services website for important employment information.
<http://www.utexas.edu/hr/current/new/checklist.html>

I. Employee Information

UT EID: (REQUIRED) _____ Email Address: _____

Last Name: _____ First Name: _____ Middle: _____

Date of Birth: Month _____ Day _____ Year _____ Gender: Male _____ Female _____

Ethnicity:

(1) _____ White (2) _____ American Indian / Alaskan Indian (3) _____ Black (4) _____ Asian / Pacific Islander (5) _____ Hispanic

Department Name: _____ Campus Mail Code: _____

Building and Room Number: _____

II. Payroll Check Distribution (Please Mark Only One Box)

- (1) Direct Deposit to bank (Complete Part III below)
- (2) Campus Mail sent to the campus mail address indicated above
- (3) Pick Up check at Payroll Services, Main Building - Room 134

III. Direct Deposit of Checks (Authorization Agreement for Direct Deposit)

I hereby authorize The University of Texas at Austin (UNIVERSITY) to electronically deposit my payroll earnings to the financial institution and account indicated below. In addition, I authorize the UNIVERSITY to reverse any deposit made in error, if necessary, to correct wage amounts. This authorization is to remain in full force and effect until the UNIVERSITY has received written notification from me of its termination in such time and manner as to afford the UNIVERSITY and the financial institution reasonable opportunity to act on it.

Bank Name: _____ Type of Account: () Checking OR () Savings

Routing Number: _____ Account Number: _____

** The routing number is usually the first nine digits on the lower left hand corner of your personal check; however, if deposit is to a credit union or an investment account, you should contact your financial institution for proper ACH routing instructions.*

REQUIRED: _____
Signature Date

Completed Form Should Be Delivered to Payroll Services, MAI 134 (G0200), or Faxed to 512-471-1299

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Special Instructions

Part I Employee Information:

Entering your UT EID is **required**. If you do not have a UT EID, or do not know if you have one, please go to the UT EID Self-Service Tools at <http://www.utexas.edu/eid> for assistance.

Complete name **as it appears on your Social Security card**.

Equal Employment Opportunity Information—Ethnicity Definitions:

- 1) *White* (not of Hispanic origin): Persons having origins in any of the original peoples of Europe, North Africa or the Middle East.
- 2) *American Indian or Alaskan Native*: Persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.
- 3) *Black* (not of Hispanic origin): Persons having origins in any of the black racial groups of Africa.
- 4) *Asian or Pacific Islander*: Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.
- 5) *Hispanic*: Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Part II Payroll Check Distribution Instructions:

Checks to be deposited to a bank account are sent electronically if you complete Part III of this form: Direct Deposit of Checks (Authorization Agreement for Direct Deposit).

Part III Direct Deposit of Checks:

The authorization agreement authorizes Payroll Services to reverse a deposit made in error. **We are not authorized to remove any other funds from your account.** Questions concerning paychecks should be directed to Payroll Services at 512-471-5271.

Following initial setup, change of account number, or change of financial institution, it is important to verify with your financial institution that the direct deposit successfully posted to your account before withdrawing funds.

