California Lutheran
UNIVERSITY

CALIFORNIA LUTHERAN UNIVERSITY
PAYROLL AUTHORIZATION AND AGREEMENT

FROM: Sylvia Lizama/Business Office x3961

SUBJECT: **PAYROLL DISTRIBUTION-STUDENT**

☐ Option1: Direct Deposit

The payroll Direct Deposit service is offered with the explicit understanding that California Lutheran University is not responsible for any financial liability that may result from the electronic transactions by and between WELLS FARGO Bank and your financial institution. The accuracy of the information you are provided herein is solely your responsibility.

IMPORTANT: ***FOR DEPOSITS TO A CHECKING OR SHAREDRAFT ACCOUNT, PLEASE ATTACH A COPY OF A VOIDED CHECK TO THIS FORM.***

All information provided on this form will supersede all previous forms.

☐ **New Request** ☐ **Account Number Change**

NAME OF INDIVIDUAL Last First MI	PHONE #	SOCIAL SECURITY NO

PRIMARY ACCOUNT

ACCOUNT NO.	ROUTING NO.	CHECKING ☐	SAVINGS ☐
FINANCIAL INSTITUTION			

ADDRESS	CITY	STATE	ZIP CODE

Once you have returned the completed Payroll Direct Deposit Authorization and Agreement to Payroll you can expect that in most cases the pay will be deposited into your account on the next payday. In some cases, when dealing with a smaller bank or credit union, we will require a "pre-notification". If this is needed, then two paydays after signing up, your pay will be directly deposited into your account.

☐ Option 2: The Money Network® Service:

Description: If you don't have a personal bank account, your pay will be loaded directly into a Money Network® Account every payday. This easy-to-use payroll solution enables you to access your funds by using Money Network™ Checks or an optional Money Network® Paycard. Write a Check to yourself and cash it for free to get up to 100% of the funds in your account, withdraw cash for free at thousands of In-Network ATMs and Bank of America ATMs nationwide (at least one free withdrawal per pay period), pay bills, make purchases and more. For details on Money Network, please refer to the attached brochure or ask your manager for more information.

Deadline: If you do not select Direct Deposit by your first pay date, you will be enrolled in the Money Network® Service. You will receive a Welcome Packet 2 WEEKS AFTER YOUR FIRST PAY PERIOD that includes your Money Network Checks, Money Network Paycard, and instructions on how to use the service. Please be advised that by using this option you are authorizing CLU to share the necessary personal information to set up your Money Network account.

AUTHORIZATION

I hereby authorize California Lutheran University to initiate deposits (credits) and/or corrections to the previous credits to the financial Institution(s) indicated above. The financial institution(s) is authorized to credit and/or correct the amount to my account. This authority is to remain in full force and effect until either I revoke it by giving 10 days written notice to California Lutheran University or, upon termination of my employment with California Lutheran University.

PLEASE NOTE: IF A VOIDED CHECK IS NOT ATTACHED, WE CANNOT GUARANTEE THE ACCURACY OF YOUR DEPOSIT

Signature	Date