Xavier University of Louisiana	
Office of Human Resources	
DIRECT DEPOSIT	
Print Name:	Phone No:
Xavier ID No:	Social Security No:
Signature:	Date:
🗌 Initial Enrollment 🛛 Change in Enrollment	
<b>Employee's Authorization</b> Please fill out this form and return it to the Office of Human Resources. <b>For all checking</b> 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.	
<ul> <li>Please <u>note</u> 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, 3<sup>rd</sup> floor. Thereafter, each check will be direct deposited into your account.</li> <li>If you are changing your <u>checking/savings account</u>, your first check after the change will be a paper check. Thereafter, each check will be direct deposited into your account.</li> </ul>	
Checking Account Savings Account This authorization will remain in effect until I have cancelled it in writing.	
TRANSIT ROUTING NUMBER	ACCOUNT NUMBER
CANCELLATION OF DIRECT DEPOSIT	
Date	ise cancel my direct deposit with <i>Financial Institution</i> Thanks in advance for your cooperation
Thanks in advance for your cooperation. Account Number	
Print Name:	Xavier ID Number:
Signature:	Date:
*PLEASE READ	
*BY CANCELLING YOUR <u>DIRECT DEPOSIT,</u> YOU WILL BE REQUIRED TO OPEN A NEW CHECKING OR SAVINGS ACCOUNT OR APPLY FOR A DEBIT CARD ISSUED BY A XAVIER AUTHORIZED FINANCIAL INSTITUTION.	