

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 _____

Department Name _____ Campus Mail Code _____ Bldg & Room # _____

Ethnicity and Race:

Are you Hispanic or Latino? (a person of Cuban, Mexican, Puerto Rican, South Central American, or other Spanish culture or origin, regardless of race). Yes: _____ No: _____

Please select the racial category or categories with which you most closely identify. Check as many as apply.

(1) _____ American Indian or Alaska Native (2) _____ Asian (3) _____ Black or African American

(4) _____ Native Hawaiian or Other Pacific Islander (5) _____ White

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

(1) **Bank Direct Deposit (Complete Part III Below)**

(2) **Campus Mail** – Will Be Sent to the Campus Mail Address Indicated by **Above**

(3) **Will 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 to initiate credit, and, if necessary, debit adjustments for any credit entries in error to my account indicated below and the depository named below, hereafter called BANK to credit and/or debits the same to such account. This authority is to remain in full force and effect until the University has received written notification from me of its termination in such time and such manner as to afford the UNIVERSITY and BANK 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, 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

The University of Texas At Austin

Payroll Services Employee Information Form

Special Instructions

Part I Employee Information:

Enter UT EID (required; if you do not have a UT EID, or you do not know if you have one, go to the UT EID Self Service Tools at <http://www.utexas.edu/eid>). Complete Date of Birth, and Name **as it appears on your Social Security card**.

Ethnicity and Race Definitions:**Hispanic or Latino**

Defined as a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

American Indian or Alaska Native:

A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.

Asian:

A person having origins in any of the original peoples of the Far East, Southeast Asia, or Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American:

A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander:

A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or the other Pacific Islands.

White:

A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

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 us to reverse a deposit made in error. Employees who have a debit initiated will be notified. With payroll checks, this usually occurs because a department contacted us late in the month with information that an employee is not entitled to a full paycheck. These employees should usually be expecting a payment delay because they did not work the entire month. **This agreement only authorizes us to reverse a deposit. We are not authorized to remove any other funds from your account.** Questions concerning paychecks should be directed to Payroll Services at 471-5271.

It is important to verify the direct deposit with your financial institution *before* funds are withdrawn following the initial set-up, or a change in account number of financial institution.