

# DIRECT DEPOSIT AUTHORIZATION FORM

Controller's Office | Student Business Services

## Section I – Student Information

1. Name (First, MI, Last): \_\_\_\_\_ 2. ID Number: \_\_\_\_\_
3. Mailing Address: \_\_\_\_\_
4. E-Mail: \_\_\_\_\_

## Section II – Banking Information

<b>TYPE OF TRANSACTION:</b> <input type="checkbox"/> Start <input type="checkbox"/> Change <input type="checkbox"/> Cancel	<b>TYPE OF ACCOUNT:</b> <input type="checkbox"/> Checking <input type="checkbox"/> Savings	Routing Number (9 digits)	Account Number
<b>FINANCIAL INSTITUTION</b>			

**Please attach backup to validate account information such as a voided check, screenshot, or other bank form.**

## Section III – W2 Electronic Consent

I hereby authorize the University of the Pacific (Pacific) to issue my annual wage and tax statement (W2) electronically. By checking this box and signing below I understand that my W2 will be available online. This authority is in effect until I cancel it in writing OR until my employment with University of the Pacific terminates and I no longer have access to insidePacific. To view your W2, please log on to insidePacific.

## Section IV – Certification

I hereby authorize the University of the Pacific (Pacific) to initiate credits (and/or corrections to the previous credits) to my account at the institutions listed above. This authority is in effect until I cancel it in writing giving Pacific reasonable opportunity to act on it, or upon termination of my employment and/or enrollment. It is my responsibility to inform Pacific of any changes in my banking information or of any discrepancies. To view your paystubs, please log on to [insidePacific](#).

\_\_\_\_\_  
Employee/Student Signature

\_\_\_\_\_  
Phone Number (Ext.)

\_\_\_\_\_  
Date

Return this form to Student Business Services in the Finance Center or at [studentaccounts@pacific.edu](mailto:studentaccounts@pacific.edu)