

The University of Texas at Austin
Payroll Services Employee Information Form

Revised 07/15

Attach a Voided Personal Check (not deposit slip) here if you select Direct Deposit

Please refer to the New Employee Checklist on the Human Resources 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)

Direct Deposit
(Complete Part IV Below)

Campus Mail
Sent to the Campus Address above

Pick Up Check at Payroll Services
Main Building, Room 134

III. NACHA Requirements for ACH Transactions

An employee that selects "Direct Deposit" must also make the appropriate selection for The National Automated Clearing House Association (NACHA). NACHA adopted specific rules regarding International ACH Transactions (IAT) which require entities that originate ACH (Direct Deposit) payments to comply by requiring all payees to identify the intended final destination of payments issued through the ACH network. (For further information on these rules, please contact your financial institution.)

Check appropriate selection

_____ No portion of payments will be forwarded from my U.S. bank account to a bank or financial agency outside the United States.

_____ Only a portion of payments will be forwarded from my U.S. bank account to a bank or financial agency outside the United States.

_____ 100% of payments will be forwarded from my U.S. bank account to a bank or financial agency outside the United States.

Specify the name of the country where 100% of payments will be forwarded. _____ (Required)

****Payments from the University of Texas at Austin will be issued by check instead of direct deposit.**

IV. 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 to credit and/or debit the same to such account. I also attest to the accuracy of the intended final destination of payments issued through the ACH network. I further understand that the University of Texas at Austin will comply at all times with the National Automated Clearing House Association's rules. This authorization is to remain in full force and effect until the University has received notification from me of its termination in such time and such manner as to afford the UNIVERSITY and DEPOSITORY a 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

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:

- Payroll Check Distribution allows an employee to choose how to receive paychecks: direct deposit, paper check sent via campus mail, or paper check to be picked up in Payroll Services. An employee that selects "Direct Deposit" must also complete Part III, NACHA Requirements for ACH transactions.

Part III. NACHA Requirements for ACH Transactions:

- The National Automated Clearing House Association (NACHA) adopted specific rules regarding International ACH Transactions (IAT) which require entities that originate ACH (Direct Deposit) payments to comply by requiring all payees to identify the intended final destination of payments issued through the ACH network.

If 100% of your payments will be forwarded from your U.S. bank account to another account outside the United States, you must list the name of the country where your payments will be forwarded. Additionally, **your payments from the University of Texas at Austin will be issued by check instead of direct deposit**, in order to comply with these rules. On paydays your payroll payment will be available for pick up in Payroll Services, Main Bldg., Room 134 between the hours of 8:30 a.m.-4:30 p.m.

Part IV. Direct Deposit of Checks:

If no portion of your payments will be forwarded from your U.S. bank account to an account outside the United States, please complete Part IV, Direct Deposit of Checks (Authorization Agreement for Direct Deposit). 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.** It is very important to list your bank name, type of account, routing and account number correctly. Payrolls deposited to a bank account are sent electronically. Bank deposit times vary; therefore, employee questions regarding specific deposit times should be directed to your financial institution. Questions concerning paychecks should be directed to Payroll Services at (512) 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.