Direct Payroll Deposit

New _____ Change _____

I hereby authorize New Mexico Tech to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to the financial institution indicated below. All following payrolls will be electronically transferred to the account below until the employee informs this department otherwise or upon termination.

Name _____ Banner/student ID _____

Department _____ OR Campus Box _____

Email _____

By signing this I agree that I have read and understand the notice above.

_____ _____

Employee Signature Date

Important note: The Payroll department will only allow 1 direct deposit per routing number. The department will also only allow a total of 3 different bank deposits per employee. The Net Pay/ Deduction Deposit should equal 100%. Can not be direct deposit and check.

Name of Bank	Routing #	Account #	Checking	Savings	Net Pay/ Deduction Deposit
Washington Federal	325070980		☐	☐	
First State bank	112201959		☐	☐	
Nusenda	307083665		☐	☐	
Wells Fargo (NM Only)	107002192		☐	☐	
Other:			☐	☐	

Please attach a voided check or completed form from bank with the routing # and account # that funds are to be deposited in.
Please put all numbers and match them exactly to the voided check or filled form from the bank. Even though you may not use all numbers, new ACH rules require all numbers be entered. This ensures proper routing of pay to your account.

Payroll Use Only:

Entered By: Verified By:

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