

Direct Deposit/Pay Distribution Form

You may also use C2HR to establish direct deposit.

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		Social Security Number (or Employee ID Number)
Last Name	First Name	M.I.
Daytime Phone Number		
I would like my paycheck/direct deposit advice	2:	
☐ Delivered to my department ☐ Mailed to my hon		nted (I will 'go paperless' and view my pay information on C2HR)
Direct deposit:		
$\hfill\square$ Yes, I want direct deposit (complete section below)	□ No	☐ Cancel my existing direct deposit
Direct Deposit Options		
You may direct deposit your pay in up to three accounts (complete the information about your bank, You must allo	checking or sav	ings). Please check the appropriate box for the type of account and ay period for your direct deposit to become effective.
Account #1 □ Checking (For all checking account direct deposit requests □ Savings (For all savings account direct deposit requests, a		oided check (not a "starter" check*) must be attached to this form.) slip must be attached to this form.)
Bank Name		For Account #1, please deposit:
Bank Transit Number		% of my pay into this account
Account Number		or \$ dollars of my pay into this account
Account #2 □ Checking (For all checking account direct deposit request □ Savings (For all savings account direct deposit requests, a	s, a preprinted, vo a savings deposit :	oided check (not a "starter" check*) must be attached to this form.) slip must be attached to this form.)
Bank Name		For Account #2, please deposit:
Bank Transit Number		% of my pay into this account
Account Number		or \$ dollars of my pay into this account
		or
Account #3	and the second	remaining net pay into this account
☐ Checking (For all checking account direct deposit request☐ Savings (For all savings account direct deposit requests, a		oided check (not a "starter" check*) must be attached to this form.)
		······································
Bank Name		
Bank Transit Number		or
Account Number		\$ dollars of my pay into this account or
Employee Signature		remaining net pay into this account
Data		<u> </u>

^{*} For your protection, starter checks cannot be used to establish direct deposit. The check must have your name and address printed in the upper left corner.

Mail to: Vanderbilt HR Processing, VU Station B #357718, 2301 Vanderbilt Place, Nashville, TN 37235-7718

Deliver to: HR Processing, 975 Baker Building, Nashville, TN 37203