

# Payroll Earnings Distribution Authorization

UPAY 544A-1

\_\_\_\_\_  
Last Name                                      First Name                                      Employee ID                                      Date

Please select Option I, II, III or IV to authorize your payroll earnings distribution and provide information as requested.

OPTION I

**Direct Deposit:**

I hereby authorize (1) the University of California, Berkeley to deposit my net pay via electronic transfer of funds and (2) my financial institution to credit my net pay to my account. This authorization will remain in effect until cancelled or upon separation.

Automatically deposit my net pay to my account at the following financial institution:

Financial Institution \_\_\_\_\_

Address \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Checking Account Number \_\_\_\_\_ Transit Routing Number \_\_\_\_\_

(Please attach a **voided check** to this authorization)

Savings Account Number \_\_\_\_\_ Transit Routing Number \_\_\_\_\_

(Please contact Financial Institution for Savings Account transit routing number or attach documentation)

Attach voided check here

OPTION II

**Paycheck Issuance**

Receive check from my home department.

OPTION III

**Cancel Direct Deposit**

Receive check from my home department.

OPTION IV

**Change existing Direct Deposit account information:**

Process new account information as provided above.

Signature \_\_\_\_\_

Date of Birth \_\_\_\_\_

Department \_\_\_\_\_

Work Phone \_\_\_\_\_

STATE PRIVACY NOTIFICATION

The State of California Information Practices of 1977 (effective July 1, 1978) requires the University to provide the following information to individuals who are asked to supply information about themselves: The principle purposes for requesting information on this form is to acquire authorization for payroll earnings distribution to a financial institution of the individual's choosing or to the individuals work address. University policy authorizes the maintenance of this information. Furnishing all information on this form is mandatory - failure to provide such information will delay or may even prevent completion of the action for which the form is being filled out. Individuals have a right to view their own records in accordance with Staff Personnel Policy 605 and Academic Personnel Policy 160.