



NORTHERN MICHIGAN UNIVERSITY

# ELECTRONIC PAYMENT AUTHORIZATION FORM DIRECT DEPOSIT / VISA PAY CARD

Full Name \_\_\_\_\_ NMU IN \_\_\_\_\_

**Instructions:** Please attach a copy of a voided check or deposit slip for each checking or savings account.

## **Direct Deposit to your checking or savings account(s)**

Primary account where entire paycheck or balance of allocation will be deposited:

1. Bank Name/City/State: \_\_\_\_\_  
Routing Transit #: \_\_\_\_\_ Account #: \_\_\_\_\_  
 Checking  Savings

Secondary accounts (optional):

2. Bank Name/City/State: \_\_\_\_\_  
Routing Transit #: \_\_\_\_\_ Account #: \_\_\_\_\_  
 Checking  Savings I wish to deposit: \$ \_\_\_\_\_ or \_\_\_\_\_ %

3. Bank Name/City/State: \_\_\_\_\_  
Routing Transit #: \_\_\_\_\_ Account #: \_\_\_\_\_  
 Checking  Savings I wish to deposit: \$ \_\_\_\_\_ or \_\_\_\_\_ %

## **Visa Pay Card issued by Global Cash Card**

I have received the Global Cash Card Important Information and Cardholder Fee Schedule and wish to authorize the opening of a Visa Pay Card issued by Global Cash Card.

I wish to deposit: \$ \_\_\_\_\_ or \_\_\_\_\_ % to the Pay Card.

[Only fill out the following information if choosing the Visa Pay Card]

Date of Birth \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone (Optional) \_\_\_\_\_

Address where Global Cash Card will be mailed (must be a physical address – no PO Boxes):

Street Address \_\_\_\_\_ Apt # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I hereby authorize Northern Michigan University to initiate credit entries (deposits) and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my Global Cash Card or bank account indicated above. The authorization will remain in effect until canceled by me with written notification to Northern Michigan University Human Resources Department. Note: Federal Work Study student employees have the option of receiving a traditional paycheck mailed to their permanent home address.

If you plan to move the entire net pay from your bank account located in the United States or University pay card to a bank in another country, you must notify Human Resources at least three (3) weeks prior. Payment system requirements have changed the way the University must format these types of electronic payments. It will not impact your payroll.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**Failure to return this form with the account information necessary to implement direct deposit or provide the necessary direct deposit account information through MyNMU within 30 days will be presumed to indicate consent to receiving wages through the Pay Card option.**