



**ARGONNE NATIONAL LABORATORY  
AUTHORIZATION AGREEMENT FOR DIRECT DEPOSITS**

Direct Deposit forms are available on the web at <http://www.inside.anl.gov/services/payroll.html> as well as outside the Paymaster's office (Bldg 201, Rm. 194). All new employees are required to submit a direct deposit application as a condition of employment. Every authorization form must be **completed, signed by all parties on the account and dated** to enroll in the Argonne National Laboratory's Direct Deposit program.

The information you supply is put into the EFT system exactly as you have it and any errors in account numbers or account types could cause your deposits to be rejected or delayed. Generally, your direct deposit(s) will be at your financial institution(s) on the morning of payday. **It is your responsibility to submit to the Paymaster's office any changes in your account or address** (verify whether or not changes made will be reflected in the upcoming pay date). Employees must verify funds deposited with their financial institution(s). Argonne National Laboratory is not responsible for rejected or delayed deposits. If you have any questions please contact the Paymaster's office (630-252-6893).

**INSTRUCTIONS FOR COMPLETING AUTHORIZATION AGREEMENT**

Complete Financial Institution #1 if you want to have the FULL NET AMOUNT of your paycheck deposited to one account. No amount designated is required.

If you wish to have the deposit split between two or three accounts (multiple financial institutions are allowed), one (or two) of the accounts **must show a designated amount** for deposit and the primary account will receive the **remainder of your net amount**. Fill out the account information for the designated amount under Financial Institution #2 (and #3 if necessary). Financial #1 is always used for the primary account.

**PLEASE NOTE:** You may **NOT** deposit to three accounts of the same type (i.e. you may not use three checking accounts or three savings).

John S. Jane Doe 123 Main Street Anytown, NY 12345	Date <u>January 1, 2005</u>	1234
PAY TO THE ORDER OF _____ \$ _____		
For _____ Dollars		
090000099	1857902468	1234
Bank Routing Number	Account Number	Check Number

**Bank Routing Number\***

This field requires exactly 9 digits and **MUST** start with a 0, 1, 2 or 3.

**Account number\***

Maximum of 17 digits, **Do not include check number**. Include all leading zeros; omit any spaces or characters.

*Credit union Members:* Use the full account number off your check, not your member number.

*\*The Routing Number and Account Number in some cases may be reversed of the above example. If you are not sure please verify with your Financial Institution.*

**EFFECTIVE DATES OF CHANGES**

**BI-WEEKLY:** Forms must be received by noon the THURSDAY of the week before payday in order to be effective for that payday.

**MONTHLY:** To be effective for the payroll at the end of the month, all forms are due by noon on the 15<sup>th</sup> of that month.

**DELIVERY OF CHECK ADVICE (CHECK STUBS)**

**ON-SITE EMPLOYEES:** Will be delivered in the interoffice mail system on payday.

**OUT OF STATE/OFFSITE EMPLOYEES\*:** Will be mailed via First Class Mail.

*\*Also includes Sick leave paychecks/stubs, part-time (temporary) employees*

**Any address changes not receive by the Paymaster will cause a delay in the receipt of your pay advice.**

**FOR INFORMATION ONLY.**

**PLEASE SUBMIT ONLY THE FIRST PAGE TO THE PAYMASTER'S OFFICE.**