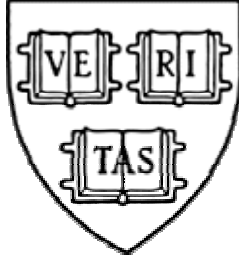


**Use this form to:**

Start or stop direct deposit of your Harvard pay into your checking or savings account.

**Submit this form to:**

Harvard University  
 Financial Administration Payroll Department  
 1350 Massachusetts Avenue, Cambridge  
 Holyoke Center 358  
 Telephone (617) 495-3001



**Harvard University Direct Deposit Form**

*Simplified Version, January 2003*

<b>HUID:</b>		<b>Date you want this to take effect</b> <i>(choose one)</i>	<input type="checkbox"/> Today, or <input type="checkbox"/> A future date of _____
<b>Social Security #:</b>		<b>Effective Status</b> <i>(choose one)</i>	<input type="checkbox"/> <b>Active</b> (if starting) <input type="checkbox"/> <b>Inactive</b> (if stopping)
<b>Last Name:</b> <b>First Name:</b>		<b>Action</b> <i>(choose one)</i>	<input type="checkbox"/> <b>New</b> direct deposit (if starting) <input type="checkbox"/> <b>Delete</b> direct (if stopping)

Bank ID <i>(for example, "53-8173/2113")</i>	Bank Name <i>(for example, "Fleet")</i>	Account Number	Is This a Checking or Savings Account?	Deposit Type	Percent Net Pay
				Percent	100%

**Please read these important notes and sign below:**

- This action will take 2 to 4 weeks to take effect. Once direct deposit has started, you will need to notify FAD Payroll a month in advance if you plan to close or move your bank account, and you wish your direct deposit to stop.
- This simplified form cannot be used to start, stop, or change the distribution of direct deposits to multiple accounts or banks. To do this, ask your departmental administrator to submit a request using one of Harvard's online human resource systems.
- All of your authorized pay for all of your Harvard jobs will be deposited to this account on or before payday. Any expense reimbursements you receive will also be deposited to this account. However, any emergency/off-cycle checks generated for you will need to be picked up at Holyoke Center by you or your employer's departmental administrator.
- Once direct deposit has started, your *deposit advice* will be sent to the office address of your primary Harvard job, or another address if you have previously requested it.
  1. If you wish to view the address where your deposit advice will be sent, go to the "atwork.harvard.edu/ess" webpage using Internet Explorer.
  2. From this page, log on to PeopleSoft using your Harvard University ID as your user name and your Harvard PIN as your password.
  3. Follow this menu path: Self Service > Employee > View > Personal Information. Your "Primary Office Address" is listed on the Personal Information page. If you wish to change your Primary Office Address, ask the Human Resources Office in your employer's department to submit new information for you on a job data change form.
  4. If you wish to view your deposit advice electronically, take the same steps but follow this navigation path once you have logged on to PeopleSoft: Home > Self Service > Employee > View > View Paycheck.
- Please keep a photocopy of this completed form for your records.

I have read these notes and authorize Harvard University to start or stop direct deposit of my pay, as indicated above. I authorize Harvard to initiate credit entries to my account, or debits if overpayment occurs.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Your Harvard telephone and email address here

Staple a voided check from your account here.

Note: We cannot take action without your signature on this form and a voided check attached. If you wish to have your pay deposited to a savings account, please attach a photocopy of a recent bank statement or the first page of your bankbook.