



BRIGHAM YOUNG UNIVERSITY-HAWAII

FINANCIAL SERVICES PAYROLL DIRECT DEPOSIT REQUEST

(U.S. ACH Transmittal Only)

Legal Name:		BYUH I.D.#	
Bank Name		Bank Account#	9 Digit Routing#
		NOT your credit/debit card #	
Account Type		Deposit Type	Amount or Percent
	Checking	Amount	Please state the deposit or percentage amount to your account:
	Issue Check	Balance	
	Savings	Percent	
Bank Name		Bank Account#	9 Digit Routing#
Account Type		Deposit Type	Amount or Percent
	Checking	Amount	Please state the deposit or percentage amount to your account:
	Issue Check	Balance	
	Savings	Percent	
Bank Name		Bank Account#	9 Digit Routing#
Account Type		Deposit Type	Amount or Percent
	Checking	Amount	Please state the deposit or percentage amount to your account:
	Issue Check	Balance	
	Savings	Percent	

Initial	EMPLOYEE CERTIFICATION
	I certify that the bank account information I have provided is complete and accurate.
	I understand that if I have provided incorrect information, or if my account has closed, it can take as long as 2 weeks to receive a check or have my funds re-deposited to my current account.
	I understand that if my bank account changes, it is my responsibility to update my information online or submit changes to Payroll.
Employee Signature	
Date	

FOR OFFICE USE ONLY

Date Received by Payroll:	Date Entered in Workday:
----------------------------------	---------------------------------

SET UP YOUR DIRECT DEPOSIT VIA WORKDAY PAY WORKLET *Keep in mind that it may take up to one pay period for your request to take effect.	<ul style="list-style-type: none"> Login (with your CES NetID) to mybyuh.edu Under Financial and HR/SA click on Workday HCM Login again (with your CES NetID) Click on Pay Worklet > Payment Elections > Add Account > Change Election
--	---