



Direct Deposit/Pay Distribution Form

You may also use C2HR to set up direct deposit for the first time.

Social Security Number (or Employee ID Number)

Last Name First Name M.I.

Daytime Phone Number

Direct Deposit Options

You may direct deposit your pay in up to three accounts (checking or savings). Please check the appropriate box for the type of account and complete the information about your bank. You must allow at least one pay period for your direct deposit to become effective.

Account #1

- Checking (For all checking account direct deposit requests, a preprinted, voided check (not a "starter" check*) must be attached to this form.)
Savings (For all savings account direct deposit requests, a savings deposit slip or other form showing the bank routing number and your account number must be attached to this form.)

Bank Name
Bank Transit Number
Account Number

For Account #1, please deposit:
% of my pay into this account
or
\$ dollars of my pay into this account

Account #2

- Checking (For all checking account direct deposit requests, a preprinted, voided check (not a "starter" check*) must be attached to this form.)
Savings (For all savings account direct deposit requests, a savings deposit slip or other form showing the bank routing number and your account number must be attached to this form.)

Bank Name
Bank Transit Number
Account Number

For Account #2, please deposit:
% of my pay into this account
or
\$ dollars of my pay into this account
or
remaining net pay into this account

Account #3

- Checking (For all checking account direct deposit requests, a preprinted, voided check (not a "starter" check*) must be attached to this form.)
Savings (For all savings account direct deposit requests, a savings deposit slip or other form showing the bank routing number and your account number must be attached to this form.)

Bank Name
Bank Transit Number
Account Number

For Account #3, please deposit:
% of my pay into this account
or
\$ dollars of my pay into this account
or
remaining net pay into this account

Employee Signature

Date

* For your protection, starter checks cannot be used to establish direct deposit. The check must have your name and address printed in the upper left corner. Bring completed form and valid photo ID to: Vanderbilt University Payroll, Baker Building, 10th Floor, 21st Ave South, Nashville, TN 37203. If outside Nashville, contact payroll@vanderbilt.edu for instructions.