



Authorization Agreement for Direct Deposit Preferences

Employee/Student Information

Last Name _____ First Name _____ M.I. _____
 Work Phone _____ Pay Frequency: Semimonthly Weekly
 MIT ID# _____ MIT E-mail _____

Bank Deposit Authorization (Note: you have the option to have 2 Payroll Direct Deposit Accounts)

A. Main Payroll Direct Deposit Account:

Deposit to: Select one: Checking Savings
 Financial Institution Name _____
 Bank Routing Number _____ Account Number _____

B. Additional Payroll Direct Deposit Account:

Deposit to: Select one: Checking Savings
 Financial Institution Name _____
 Bank Routing Number _____ Account Number _____

Contribution: Provide either fixed \$ _____ or % _____

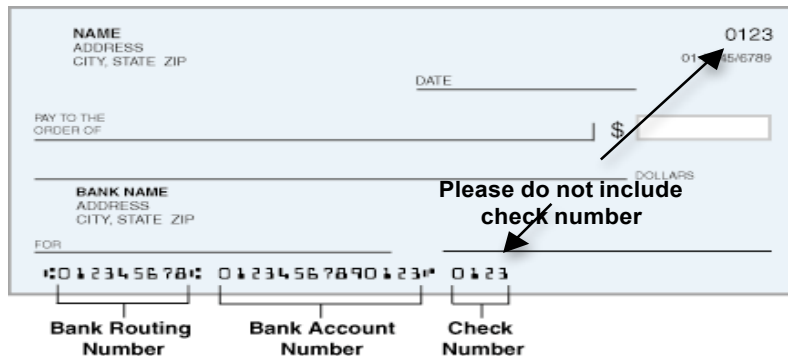
Note: Payroll funds will be transferred into the additional account based upon the Contribution indicated, and the remainder will be transferred into the main direct deposit account. If you provide a fixed \$ amount equal to or greater than your net pay, there will be no remainder balance deposited to your main account.

C. Direct Deposit Account for Reimbursements:

This is where you choose the payment method MIT uses to reimburse you for expenses that you have paid out of your own pocket, including travel expenses and tuition reimbursement. You can only select one account for this option.

- Main Payroll Direct Deposit Account
- Additional Payroll Direct Deposit Account
- Different account (complete bank information below)
- Send email notification upon deposit

Deposit to: Select one: Checking Savings
 Financial Institution Name _____
 Bank Routing Number _____ Account Number _____



I authorize MIT to forward my salary payment and other amounts owed to me by MIT via direct deposit to my account(s) at the financial institution as indicated above. I also authorize MIT to charge my account(s) for the purpose of correcting any amount erroneously deposited. It is my responsibility to notify MIT of any changes to said bank account(s) in a timely manner.

Employee's Signature _____ Date _____

Please return the completed form to:

Campus Employees/Students: MIT, 77 Massachusetts Ave., HR/Payroll Office, NE49-4097, Cambridge, MA 02139-4307

Lincoln Laboratory Employees: MIT Lincoln Laboratory, 244 Wood St., Workforce Service Center S2-112, Lexington, MA 02421-6426