

Direct Deposit Form Instructions by Field

- **Employee Name** – Please fill in using the employee’s legal name
- **Employee ID** – Please complete using the 11 digit State of Kansas number or the 7 digit KU number. Note: this number is different than the ID used for Enroll & Pay.
- **Routing Number** – This is a 9 digit number which can be found along the bottom of your check or may be obtained from the bank or its website.
- **Bank Name** – This is the full name of the banking institution. It may be found on checks and statements.
- **Account Number** – This is a series of numbers identifying your bank account. It can be found on checks, savings passcards, bank statements, letters from the bank, and in online banking activities.
- **Account Type** – This must be either checking or savings.
- **Deposit Type** – 3 options
 - *Amount* – This indicates the account should receive only a specific dollar amount per paycheck.
 - *Percentage* – This indicates the account should receive only a specific percentage of net pay per paycheck.
 - *Balance* – This indicates the account should receive all remaining net pay after any amount or percentage accounts have been satisfied. Note: If only one account is being used by the employee, it should be identified as a balance account.
- **Amount or Percentage** – Enter the dollar or percentage amount that should go to this account. Note: This field should be empty if the account has been identified as the balance account.
- **Deposit Order** – Amount and/or percentage accounts should be designated starting with 1 to indicate the order in which the pay should be distributed. Balance accounts should have 999 as the deposit order to indicate the account is the last one pay should distribute into.

Additional Information

This form may be printed, signed, and submitted in person to the Payroll Office or a Shared Service Center. It can also be submitted by encrypted email. Photo ID is required for all in-person submissions. Documentation from the bank or a voided check is required regardless of submission method.

Pay may be split between more than 2 accounts. Simply complete as many forms as needed to show all accounts. Be sure to bring documentation for all involved accounts.