OFFICE OF THE UNIVERSITY BURSAR
150 Student Services Building, 0143
Virginia Tech
Blacksburg, Virginia 24061
540-231-6277

Virginia Tech Direct Deposit Enrollment/Change Form

For payroll and reimbursements/refunds due you from VT (i.e. travel reimbursements, supply purchases, student refunds, etc.)
You may complete this form or enter your bank account information online at www.HokieSPA.vt.edu under *University Account Information* or on My VT under the personal information tab.

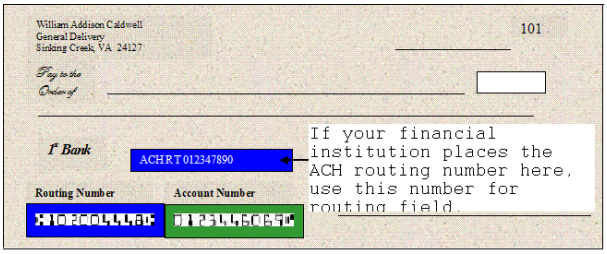
Name: Last	First	Middle
VT ID Number:	VT Email Address:	Home No. Cell No.
Mailing Address:		

First time enrollment of direct deposit automatically enrolls you for both payroll and VT payments. You must specify below if you wish to use different accounts.

FOR YOUR **PAYROLL** DIRECT DEPOSIT YOU MAY ENTER UP TO TWO BANK ACCOUNTS. ONE ACCOUNT **MUST** HAVE A DEPOSIT AMOUNT VALUE OF 100% OR REMAINING FUNDS.

Account Type ____ Checking Bank name. _____
____ Savings Routing No. _____
Account No. _____
Deposit Amount _____ Dollars
_____ Percent (up to 100%)

Use the Deposit Amount field to specify one of the following options:
An actual dollar amount of the total deposit for this account **OR**
A percentage of the total deposit for this account.



Routing Number Account Number

Do not use the routing number from your deposit ticket.

If amount above is less than 100%, complete this section for remaining funds.

Account Type ____ Checking Bank Name _____
____ Savings Routing No. _____
Account No. _____

ALL OTHER VT PAYMENTS (Student Refunds, Travel Reimbursements, etc.)
You may specify only one bank account for deposits for other payments.

DEPOSIT TYPE: OTHER DEPOSITS Bank Name _____

Account Type _____ Checking Routing No. _____

_____ Savings Account No. _____

You may also enter your bank account information online. Visit the Hokie SPA– *University Account Information* or My VT- Personal Information. Avoid processing delays!

Terms and Conditions

I authorize Virginia Tech and my financial institution(s) to deposit my pay and/ or other reimbursements (student refunds, travel reimbursements, etc.) from the University directly to the account(s) indicated.

If Virginia Tech deposits funds to my account(s) which I am not entitled to receive, I authorize Virginia Tech to direct the financial institution(s) to return the funds deposited as explained under Section 2.5, Subsection 2.5.1 of the NACHA Operating Rules.

The direct deposit information will remain in effect for 13 months after termination of employment or after a student (non-employee) is no longer enrolled.

I understand it is my responsibility to verify that all direct deposit payments have been credited to my bank account(s) before writing checks against these funds.

Virginia Tech Policy on Dissemination of Personal Information
As an agency of the Commonwealth of Virginia, Virginia Tech complies with all State laws which govern the dissemination of personal information and internet privacy: Per the *Government Data Collection and Dissemination Practices Act* (2.2-3803 of the Code of Virginia), the information you provide for Direct Deposit will not be shared by Virginia Tech with any outside organization or company.
Such data collected herein is also subject to Federal privacy laws, in particular the Family Educational Rights and Privacy Act (FERPA) and the Gramm-Leach Bliley (GLB) Act.

SIGNATURE: _____ **Date**_____