



1106.1.1f - Direct Payroll Deposit Authorization Form for All SHRA Employees (Permanent, Temporary, and Student Employees) and EHRA Non-Faculty Employees

Faculty, Post-Docs, and EHRA Student Employees Use form PR-8A

Instructions:

- Submit a direct deposit authorization form upon hiring and whenever your bank or account information changes.
- This form (PR-8B) is for use by all SHRA Employees and EHRA Non-Faculty employees only. A different direct deposit form (PR-8A) must be used by Faculty, Post Docs, EHRA biweekly and other student employees paid on the monthly payroll. If you are uncertain which form to use, ask your department's Human Resource Officer.
- Submit completed form to Payroll Services, CB# 1260, UNC-Chapel Hill, Chapel Hill, NC 27599-1260.
- **Please print or type.**

Check one: New Authorization Change in Bank or Account

1. Bank or Credit Union Name	2.a. City	2.b. State
3. Employee Name	4. Account Type (check one)	
	Checking <input type="checkbox"/>	Savings <input type="checkbox"/>
5. Employee PID	6. Bank or Credit Union Transit Number	
7. Bank or Credit Union Account Number		

8. Employee Type (check one):

- SHRA Permanent, Temporary, or Student Employee paid on the **biweekly** payroll
- EHRA Non-Faculty paid on the **monthly** payroll

- I authorize my employer, The University of North Carolina at Chapel Hill, to deposit my net payroll earnings to my bank account indicated on this form.
- I understand that, should I terminate University employment, my final paycheck will not be deposited to my bank account but will be forwarded to my department.
- IRS Federal Regulations require that if you forward **the entire amount of your direct deposit** from your U.S. bank to a bank in another country, you must advise Payroll Services 919-962-0046 or payroll@unc.edu

9. Date _____

10. Signature _____

11. Attach a pre-printed VOIDED CHECK from your bank or credit union checking account below. For direct deposit to a savings account, attach written documentation.

Attach voided check here