



Employee Pay Selection Form

You have multiple options to receive your pay. In keeping with the University’s move to ‘green’ choices, the Payroll Office would like to eliminate the use of paper checks. The two pay options listed below are the University’s preferred methods for paying employees which provides a dependable, safe, and convenient way to accessing pay. Please review them and make your selection by initialing your choice and signing below. **Signature is required regardless of pay option selected.**

<input type="checkbox"/> _____ Initials	<p>DIRECT DEPOSIT I select direct deposit for disbursement of my pay.</p> <p>I hereby authorize my employer (“American University”) to initiate deposits of my net pay into the account at the financial institution submitted by me electronically and further authorize my Financial Institution to credit the account indicated with the deposits. This authority is to remain in effect until American University or my Financial Institution has received notification from me of termination of such authorization in such time and such manner as to afford American University and Financial Institution a reasonable opportunity to act on those instructions or until American University or Financial Institution cancels the direct deposit arrangement. Below are the ways you can sign up for Direct Deposit:</p> <ul style="list-style-type: none"> • Electronic (requires sign up through HR/Payroll Connection. Path: Payroll>General> Add Direct Deposit. Follow all on-screen instructions.) • Paper (requires voided check and Direct Deposit Application Form)
<input type="checkbox"/> _____ Initials	<p>MONEY NETWORK SERVICE I select to Money Network™ for disbursement of my pay.</p> <p>Money Network™ Check and TotalPay® Card. I hereby authorize my employer (“American University”) to initiate deposits of my net pay into the account assigned to me and further authorize the Financial Institution to credit the account indicated with the deposits. The Money Network Check is a paycheck I can easily complete on or after each payday morning, wherever I am, eliminating the need to pick up my paycheck, wait for it to be mailed, or pay for it to be cashed. The Check can be deposited into my personal bank account or cashed for free at Money Network check-cashing partners. There is no fee for using Money Network Checks. I am automatically eligible for the Money Network TotalPay® Card and there is no application or approval process. There is no monthly service charge for an active TotalPay® Card as long as I am employed by American University. Many TotalPay® Card transactions are free, but there are fees for other transactions. All of the transaction fees are listed in the Welcome Kit.</p>

I authorize **American University** to disburse my pay according to the selection I initialized above. I understand that I can change my pay selection at any time in the future. If funds to which I am not entitled are deposited to my account, I authorize debits from my account and the return of such funds. This completed form must be returned to the Payroll Office as soon as possible.

If neither of the above payment methods is acceptable to me, I understand that I should contact the Payroll Office to discuss other options.

Signature (**required**)

Printed Name (**required**)

AU ID Number

Date