

1. Enter your information on this online form.
2. Print and sign it.
3. Present the signed form in person with appropriate identification to your local Payroll & Benefits Services Office:

#### Chicago

University of Illinois at Chicago  
Payroll & Benefits Services  
Marshfield Building - Room 110  
809 South Marshfield Avenue  
Chicago IL, 60612  
Mon. -Fri. 10am-3pm

#### Springfield

University of Illinois at Springfield  
Payroll & Benefits Services  
One University Plaza, BSB 85  
Springfield, IL 62703-5407  
Mon. -Fri. 10am-3pm

#### Urbana-Champaign

University of Illinois at Urbana-Champaign  
Payroll & Benefits Services  
HAB, Room 100A North, M/C 318  
506 South Wright Street  
Urbana IL, 61801  
Mon. -Fri. 10am-3pm

# Payroll Distribution

## Employee Information

Last Name  First Name  University Identification Number (UIN)

Do you plan to transfer the amount of any deposit you receive during your enrollment in the University's direct deposit program to a foreign (i.e. non-US) bank account? (Select One)  Yes  No

Note: If you answer "no", but at any time will be transferring the amount of the University of Illinois deposit to a foreign bank account for any reason during your direct deposit enrollment, you must notify University Payroll & Benefits.

If you answer "yes", provide the country and address of the transfer destination:

Street:   
City:   
State or Province:   
ZIP or Postal Code:

## Authorizations

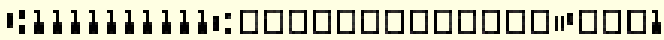
### Net Pay Direct Deposit (Required)

- Direct Deposit my net pay  
 Change my financial institution or account

Name of financial institution:

Enter the transit and routing numbers displayed at bottom left of your checks:

Transit/Routing # Account #



My transit/routing and account numbers:

Type of account:

- Checking  Savings

### Specified Amount Deposit (Optional)

- New Dollar amount and/or financial institution  
 Change amount and/or financial institution

Name of financial institution:

Enter the transit and routing number displayed at the bottom left of your checks:

My transit/routing and account numbers:

Amount: \$

Type of account:

- Checking  Savings

I authorize and request the University of Illinois to distribute my earnings as indicated above, and agree that the University may withhold a sufficient amount to cover obligations which may be due or become due the University whether by contract, lease, under its rules and regulations, or otherwise. I authorize the University of Illinois to direct my recurring payments for crediting in my account(s) indicated at the financial institution(s) designated above and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account. This authorization is not an assignment of my right to receive payment and revokes all prior payment direction notifications applicable to these payments. I understand that the financial institution designated or the University of Illinois reserves the right to cancel this agreement by notice to me.

Signature:

Date:

**For office use only Processed by:**

**Processed date:**