THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL

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 you department's Human Resource Officer.*
- *For all enrollments or changes not submitted via ConnectCarolina Self Service: Submit initial enrollment completed form to Payroll Services, CB# 1260, UNC-Chapel Hill, Chapel Hill, NC 27599-1260. Change in Bank or Account must be presented in person with ID to the Payroll Office in Suite 3600 on the 3rd floor of the Administrative Office Building*
- ***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 ☐	Savings ☐

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.
- 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