



Payroll Check Direct Deposit Authorization
(for LANS non-craft salary & wage payments only)

Note: Direct Deposit authorizations are available through Oracle LANL Worker Self Service with A-Level access.
Limit 5 Direct Deposit authorization accounts per employee

Financial Institution Name:	
Routing/Transit Number: (requires nine digits)	
Account Number:	

Type of Account (check one): Checking Savings

A separate form is required for each account transaction.

Type of Transaction	Deposit Type (check one):
New account request (New account authorizations require a voided check, document or letter from the institution indicating routing/transit number & account number.	<input type="checkbox"/> _____% of Net Pay <input type="checkbox"/> Dollar Amount \$ _____ <input type="checkbox"/> Remainder of Net Pay



* Any first time Direct Deposit requests (canceling and setting up a new 100% account, or if you are a new hire), go through a pre-note process through the banking system before the first Deposit is made. You should expect to receive a paper check mailed to your mail stop. The payroll after the pre-note process, with no issues, will then be direct deposited into your bank.

Change in amount	<input type="checkbox"/> _____% of Net Pay <input type="checkbox"/> Dollar Amount \$ _____ <input type="checkbox"/> Remainder of Net Pay
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Cancel	<input type="checkbox"/> _____% of Net Pay <input type="checkbox"/> Dollar Amount \$ _____ <input type="checkbox"/> Remainder of Net Pay
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I hereby authorize Los Alamos National Laboratory, hereinafter called the Laboratory, to initiate credit entries and, if necessary, debit entries and adjustments for any credit entries in error to my account listed on this form.

Printed Name: _____

Z Number / Lab phone number _____

Signature: _____

Date: _____

This form is to remain in effect until The Laboratory has received written notification from me of its termination in such time to afford The Laboratory and the Financial Institution a reasonable opportunity to act on it. (Rev. 4/2015)

Return completed form to:
 Payroll - **MS P238** - Otowi Bldg. Basement, 1st Floor
 Or **FAX** to 505.665.5562 (Original need not be sent - FAX is sufficient)
 Or **E-mail** to Payroll@lanl.gov