

**SECTION 1. EARNINGS DISTRIBUTION AUTHORIZATION/CHANGE/CANCEL**

 ADD

 CHANGE

 CANCEL

*Please Print or Type*

	XXX-XX-	
<i>Employee Name (Last, First, Middle)</i>	<i>Last 4 Digits of Social Security Number (4-12)</i>	<i>Date (13-18)</i>

**DIRECT DEPOSIT** – Automatically deposit my net pay in the account designated. Unless you complete Section 2 of this form, you will receive your earnings statement online at [www.atyourserviceonline.ucop.edu/ayso/](http://www.atyourserviceonline.ucop.edu/ayso/)

I wish to receive a paper check.

<b>Name:</b>			
	<i>Financial Institution</i>	<i>Branch</i>	

<b>Address:</b>					
	<i>No.</i>	<i>Street</i>	<i>City</i>	<i>State</i>	<i>Zip</i>

<b>Account No.:</b>	<b>Type:</b>	<input type="checkbox"/> Checking*	<input type="checkbox"/> Savings*
<b>Routing No.:</b>			

**Attach a VOIDED CHECK to this form**

I hereby authorize: (1) the University of California, Hastings College of the Law to deposit my net pay via electronic transfer of funds; (2) my financial institution to credit my net pay to my account, and (3) to withdraw my automatic deposit in the event there is an error in my net pay. This authorization will remain in effect until cancelled in writing. A new authorization must be completed if I change my account, close my account or change institutions.

I understand and agree that neither the Board of Directors of Hastings College of the Law nor any Officer or employee thereof shall be held responsible or liable for any inadvertence or error in withholding or transmitting automatic payroll deposits to the Bank, Savings & Loan and/or Credit Union I have indicated.

Automatic deposit takes approximately thirty (30) days to become Effective. In the meantime, I will receive a paper check.

NOTE: It is not advisable to draw funds from accounts until your paycheck deposit is confirmed.

<i>Employee Signature</i>	<i>Date</i>	<i>Telephone Number</i>
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**SECTION 2 - ONLINE EARNINGS STATEMENT \*\* OPT OUT \*\***

Employee earnings statements are now available online at **“At Your Service”** <https://atyourserviceonline.ucop.edu/ayso/> one day before payday. In an effort to conserve resources and help sustain our planet this is the default method by which Hastings employees receive their earnings statement. If you prefer to receive a paper earnings statement, please sign below. You can pick up this earnings statement in the Office of Fiscal Service or your home department on payday.

\_\_\_ YES, I wish to receive a paper copy of my earnings statement \_\_\_\_\_  
Employee Signature Date

**RETAIN: 1 Year after modification**

<i>Original = Payroll</i>	<i>Copy = HR</i>	<i>Copy = Employee</i>
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