

DEARBORN ADMINISTRATIVE GUIDE

Section: Faculty and Staff
Subject: Direct Deposit of Paycheck
Issued by: Financial, Budget & General Services
Number: 202.1
Date Revised: 7/2003

The direct deposit of your paycheck is possible with any bank which is a member of the Michigan Automated Clearing House Association (MACHA). Membership in MACHA allows direct deposit to virtually any financial institution in the United States.

There are several advantages to participating in the direct deposit service:

- Your net pay can be automatically deposited to your checking account;
- First thing on payday, even before the checks are distributed on campus, your money will be in your account, and you can write your checks as early as you like;
- It eliminates payday trips to the bank;
- When away on vacation or absent on payday, your money is automatically deposited to your checking account.

[Authorization Forms](#) to participate in the Direct Deposit Program are available at the Cashier's Office, the Financial Services Office or the Ann Arbor Payroll Office. They are also available at: <http://www.umich.edu/~payroll>. All new direct deposit enrollees must attach a voided check to the form if they wish to deposit to a checking account. Upon completion, forms should be sent to the Payroll Office, G395 Wolverine Tower-Low Rise, 3003 South State Street, Ann Arbor, 48109-1432. (Ann Arbor location code 1279)

A 15-day waiting period before the direct deposit can be in effect will apply to all new accounts. If a payday occurs before the expiration of the 15-day waiting period, the individual's check will be mailed to the address indicated on the authorization form.

Any cancellation of an account can be accomplished by filling out the same form only indicating in Section II that you wish to cancel your direct deposit. Do not forget to indicate a new check distribution point on your cancellation form. Send your form to the Ann Arbor Payroll Office. The Payroll Office must receive a cancellation authorization ten (10) days prior to a payday.

Questions regarding the program should be directed to Cynthia Kecskes at 313-593-5410.

DEARBORN ADMINISTRATIVE GUIDE

Form referenced in this document:

[Direct Deposit Authorization Form](#)