



Direct Deposit Authorization Form for Banks located in Qatar

Privacy Notice: State law requires that you be informed that you are entitled to: (1) request to be informed about the information collected about yourself on this form (with a few exceptions as provided by law); (2) receive and review that information; and (3) have the information corrected at no charge. Contact: payroll@tamu.edu or (979) 845-2711.

INSTRUCTIONS This form is used by employees to request direct deposit of payroll into a bank or credit union. It is the employee's responsibility to provide accurate routing and account number information. If in doubt, contact your financial institution to ensure accuracy prior to submitting this form. Please print clearly and legibly to prevent errors. This authorization is for payroll payments only. For direct deposit of employee reimbursements for travel and purchases, please contact those departments directly.

Please complete this form and submit to payroll@qatar.tamu.edu

Initial Set-up	Update	Cancel Service
Name (as it appears on your bank account):		
UIN:		
Title:		
Email:		
Department:		
Name of Bank:		
Bank Address/Location:		
Bank Account Number (IBAN)*:		<input type="checkbox"/> Checking <input type="checkbox"/> Savings

*Please contact your bank if you have not received this information.

EMPLOYEE AUTHORIZATION – PLEASE READ

My signature below authorizes Texas A&M University at Qatar to deposit by electronic transfer my payroll amounts to the financial institutions and accounts indicated above. **I acknowledge responsibility for providing complete and accurate information on this authorization form** and understand that Texas A&M may contact my financial institution to confirm accuracy of information. I also acknowledge that I will receive an electronic notification of earnings from A&M which will be an email confirming that my payroll data is available on HR Connect.

Texas A&M reserves the right to *reverse* an incorrect posting; however, I fully understand that A&M **must** notify me on or before the settlement date (payday) and explain the reason for the reversal.

I further understand that if changes occur in my account, i.e., switching deposit from checking to savings, closing account, changing banks, etc. **it is my responsibility to contact Payroll Services immediately.**

Printed Name:	
Signature:	
Date:	

