

FREQUENTLY ASKED QUESTIONS REGARDING DIRECT DEPOSIT

[What is direct deposit?](#)

[How many active direct deposits can I have?](#)

[Will a direct deposit ever be reversed from my account?](#)

[Why should I choose direct deposit?](#)

[How do I sign up?](#)

[What does "pre-note" mean?](#)

[When will my direct deposit be processed?](#)

[I am depositing to two accounts and I plan to close one of them, what do I need to do?](#)

[When shall I notify the Payroll Office to stop or change an account that I have set-up with direct deposit?](#)

[It is my pay date and the direct deposit is not in my bank account, what do I do?](#)

[When are direct deposited funds credited to my account?](#)

[How do I know that my funds were deposited?](#)

[What if I did not receive a direct deposit statement?](#)

[I will be terminating my employment at Lehigh, will my last pay be directly deposited?](#)

What is direct deposit? Your salary payment goes directly into the checking and/or savings account with the financial institution of your choice. You can deposit your net pay into your checking account or savings account at any national bank, credit union or financial institution that is participating in NACHA (National Automated Clearing House Association).

[Top of the Document](#)

How many active direct deposits can I have? You can have two active direct deposits. You can have two deposits with the same financial institution or you can have one direct deposit with two different financial institutions.

[Top of the Document](#)

Will a direct deposit ever be reversed from my account? In the event you received a direct deposit that you were not due, a reversal will be issued within 5 banking days from the original date.

[Top of the Document](#)

Why should I choose direct deposit? Direct deposit is a **safer** and **easier** way to access your funds on payday.

- ✓ **Safer**
 - Checks can get lost or stolen- but with direct deposit you get your money on time.
 - Your payment goes straight into your checking and/or savings account – protecting you from someone stealing your money or identity.
- ✓ **Easier**
 - You don't have to go to the bank or credit union to deposit your check. Your money is in your account on your payment date.

[Top of the Document](#)

How do I sign up?

- ✓ Visit the Payroll Office to complete a Direct Deposit Authorization Agreement. A cancelled or voided check or deposit slip (savings account) will be required along with your form. This is for pre-authorization of your banking information.

OR

- ✓ Access the form on-line as follows:
http://www.lehigh.edu/~inctr/docs/direct_deposit_authorization_agreement.doc

[Top of the Document](#)

What does "pre-note" mean? The routing number and your account number are sent to the bank as a test to make sure that the information is correct. No money is transferred during the "pre-note" period.

[Top of the Document](#)

When will my direct deposit be processed? Provided that the pre-note is successful, your direct deposit will be active for the next pay period after the pre-note. Examples of timing are listed below.

- ✓ **Monthly Employee:** The Payroll Office receives the direct deposit by the paperwork due date for the pay of July 31, pre-note will occur in July and the direct deposit will be active for the August pay date.
- ✓ **Semi-monthly Employee:** The Payroll Office receives the direct deposit by the paperwork due date for pay of July 14, pre-note will occur for July 14 pay and the direct deposit will be active for the July 31 pay date.
- ✓ **Bi-weekly Employee:** The Payroll Office receives the direct deposit by the paperwork due date for the pay of July 21, pre-note will occur within the July 21 pay and the direct deposit will be active for the August 4 pay date.

[Top of the Document](#)

I am depositing to two accounts and I plan to close one of them, what do I need to do? DO NOT close, cancel or change an existing account that is setup for direct deposit until you first complete a new Direct Deposit Authorization Agreement. If you make a change to an existing direct deposit account, it may cause you to receive an actual check for one or two pay cycles before a deposit to the new bank or account takes effect.

[Top of the Document](#)

When shall I notify the Payroll Office to stop or change an account that I have set-up with direct deposit? Immediately, you must complete a new form with all the changes. If you fail to notify the Payroll Office, all funds already submitted to the bank will not be available to you until such funds are returned to Lehigh University from the bank.

[Top of the Document](#)

It is my pay date and the direct deposit is not in my bank account, what do I do? If the funds are not in your account by the **end of the pay-date**, contact your financial institution directly.

[Top of the Document](#)

When are direct deposited funds credited to my account? Generally, your funds should be posted by your financial institution by the end of the day on the pay date. However, policies may vary from institution to institution so it is best to consult your financial institution.

[Top of the Document](#)

How do I know that my funds were deposited? You will receive a Direct Deposit Advice which shows where your net pay was deposited.

[Top of the Document](#)

What if I did not receive a direct deposit statement? You can reprint a direct deposit statement via web self service. (Log into the Portal: select the Banner tab, and then select employee, pay information, payroll statements. You can then select the pay year and pay period you would like to print.)

I will be terminating my employment at Lehigh, will my last pay be direct deposited?

Yes, your regular salary payment will be a direct deposit as previously arranged. However, if you are due to be paid a final vacation payment, this will be an actual check instead of a direct deposit.

[Top of the Document](#)