New Mexico Highlands University
Direct Deposit Authorization Form

I authorize New Mexico Highlands University **Payroll Department** to electronically transfer my **Employment Earnings** to an institutional bank or credit union where I am an account holder.
Net Pay can be deposited into several accounts, please submit separate authorization forms for each account.

PLEASE PRINT CLEARLY

Employee Information	**Bank Information**
Name:	Name:
Address:	Address:
City: St: Zip:	City: St: Zip:
Work Phone #: Home Phone #:	Phone #:
***Amount or % of net pay to be deposited into Checking:** _____	***Amount or % of net pay to be deposited into Savings:** _____
Checking Account #: **Routing transit #:**	**Savings Account #:** **Routing transit #:**

***Note: We are required to submit a pre-notification of your direct deposit to your bank; therefore, the FIRST check following the completion of this form will <u>NOT</u> be directly deposited to your account.**

Final paycheck (excluding student employees) from NMHU will <u>NOT</u> be directly deposited to your bank or financial institution if the employee clearance form has <u>not</u> been submitted to Human Resources. This paycheck must be picked up from the Human Resources Office, or it can be mailed upon written request.

_____

Employee Signature *Date*

_____

Banner ID or Social Security Number

Please return this completed form along with a **<u>Voided Check</u>** to:
NM Highlands University
Human Resources/Payroll Office
Box 9000
Las Vegas, NM 87701

This agreement will remain in effect until a written request for cancellation or change is submitted to the NMHU Payroll Department.

Direct Deposit paystubs are not printed. See the attached instructions to view and/or print your direct deposit paystubs.

Revised 5/03/06 em

View Your Pay Stubs Online

Open an Internet Browser (e.g. internet explorer, netscape)

Go to http://banweb.nmhu.edu

Click: Enter Secure Area
Enter your User ID and PIN, when finished, select LOGIN

Click on **Employee**

Click on **Pay Information**

Click on **Pay Stubs**

You can now select any year you wish (stubs available from 7/1/99 –7/1/04)

Click display for the year you selected

A list of all pay dates is now displayed

Click on the **Date you wish to view (example: July 1, 2004),**

PRESTO

Your check stub is now displayed!!!

Don't forget to EXIT Banner Web and close the browser!

If you have any questions or cannot access your information, please call 426.2240 or 454.3136