

# HOWARD UNIVERSITY

## Direct Deposit Form

Completing this form authorizes the trustee of Howard University to deposit your monthly pension payments to a financial institution you specify and to instruct your financial institution to appropriately credit/debit your account in the case of a deposit error. Your monthly pension will be electronically deposited into your specified account within two months after this completed form is received.

Do not complete this form if you intend to have your payment directly deposited to a foreign financial institution. Due to Automated Clearing House (ACH) requirements, we cannot accept direct deposit instructions that will forward the pension payments across the U.S. border to a foreign financial institution.

To elect direct deposit, all information must be completed and returned to Office of Human Resources 2244 10th Street, NW Washington DC 20059 or via email to [RetirementHU@howard.edu](mailto:RetirementHU@howard.edu). Obtain the ABA routing number from your financial institution.

Financial Institution Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

Type of Account:       Checking       Savings

Financial Institution ABA Routing No. (Must always be 9 digits): \_\_\_\_\_

### Your Signature

I authorize the trustee of Howard University to deposit my monthly pension payment as indicated above. I certify that the account indicated above is not a foreign financial institution.

\_\_\_\_\_  
*Participant's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Name (please print)*

XXX-XX-\_\_\_\_

\_\_\_\_\_  
*Daytime Phone Number*

*Last 4 digits of Social Security Number (Note:  
Your tax withholding change will not be set up  
unless you provide the last 4 digits of your  
Social Security number)*

### For More Information

If you need additional information, call Howard University Human Resources toll-free at 202-806-1280. Howard University Human Resources Representatives are available between 9 a.m. to 4 p.m., Eastern time, Monday through Friday, excluding holidays.