

# Employee Information/Paycheck Distribution Form

To be used for Affirmative Action, Benefits, Immigration, and Tax Reporting purposes only.

Employee ID:   Vanderbilt Student

Current Name:

Request Type: Select all request types that apply. Only complete the areas that are new or changing.

New Employee (Complete all sections)

Update Personal/Emergency Contact Information

Update Direct Deposit/Paycheck Distribution

**Personal Information: Only complete if new or changing**

Name:  SSN:

Home Address:

City:  State:

Country:  Zip:

Home Phone:  Sex:

Marital Status:  Birth Date:

**Emergency Contact Information: Only complete if new or changing**

Name:   Address Same as Employee

Home Address:

City:  State:

Country:  Zip:

Home Phone:

Relationship:

**Demographic Information: Only complete if new or changing**

Race: Select One.

**WHITE:** *A person having origins in any of the original peoples of Europe, North Africa, or Middle East (except those of Hispanic origin).*

**BLACK:** *A person having origins in any of the black racial groups of Africa.*

**HISPANIC:** *A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.*

**AMERICAN-INDIAN:** *American Indian or Alaskan native. A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation.*

**ASIAN:** *Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.*

Military Information: Select all that apply.

**DISABLED VETERAN:** *Are you a veteran entitled to compensation for a disability (rated 30% or more, or 10% or 20% in the case of a veteran who has serious employment handicap) or person discharged from active duty because of a service connected disability?*

**VIETNAM ERA VETERAN:** *Are you a veteran whose active military, naval, or air service was during the period August 5, 1964 through May 7, 1975, who served on active duty for more than 180 days and was discharged with other than a dishonorable discharge or because of a service connected disability?*

**CURRENT MILITARY STATUS:**  Active  Inactive  None

Separation Date: \_\_\_\_\_

Do you have any disabilities or handicaps? If so, please specify: \_\_\_\_\_

**Direct Deposit Information: Only complete if new or changing**

Instructions: For all direct deposit requests, a voided check or a savings deposit slip MUST be attached to this form. All new or changed direct deposit requests require 4 to 6 weeks to become effective. Distribution of amounts will be taken in the direct deposit order listed below. All excess amounts within a paycheck will be deposited in the account listed as Option 1. To STOP Direct Deposit, Please check here:  **Stop Direct Deposit**

<b>1</b>	Bank Name:	<input type="text"/>	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	Percent	<input type="text"/>
	Transit Number:	<input type="text"/>	Account#:	<input type="text"/>	or Amount:	<input type="text"/>
<b>2</b>	Bank Name:	<input type="text"/>	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	Percent	<input type="text"/>
	Transit Number:	<input type="text"/>	Account#:	<input type="text"/>	or Amount:	<input type="text"/>
<b>3</b>	Bank Name:	<input type="text"/>	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	Percent	<input type="text"/>
	Transit Number:	<input type="text"/>	Account#:	<input type="text"/>	or Amount:	<input type="text"/>

**Paycheck or Direct Deposit Advice Distribution: Only complete if new or changing**

Instructions: Please select one option for where you would like your paycheck or direct deposit advice to be sent.

Send my paycheck or direct deposit advice to my work location.

Send my paycheck or direct deposit advice to my home address listed above (US Mail may cause delays).