



### **Information relating to direct deposit**

1. **DO NOT** close, cancel, or change your existing bank account without first completing a new Direct Deposit Request Form or consulting with the Yale Payroll Department at 203 432-5408.
2. If you make a change to your existing Direct Deposit, it may cause you to receive an actual check for one or two pay cycles before the deposit to the new bank or account takes effect.

**Yale Payroll Department**

P. O. Box 208228  
New Haven, CT 06520-8228

Campus Address:  
155 Whitney Avenue Room 100  
Mail Code: 489

Phone: 203 432-5408

FAX: 203-432-6662