



# Application for Direct Payroll Deposit Student or Temporary Employee

Complete this form, attach document to bottom slip, and return to the **Payroll Office 201 Lake Michigan Hall**

**DIRECT PAYROLL DEPOSIT** is available to you. There is no cost...just convenience.

**CONVENIENT:**

On payday, there is often some inconvenience associated with getting your paycheck cashed or deposited. NOW, with Direct Payroll Deposit, those payday inconveniences are gone.

- o Money available the day before Payday.
- o No rushing to cash or deposit your check between classes, during lunch, or after work.
- o No waiting in long teller lines.
- o Eliminates the need to make special arrangements when not on-campus.
- o No lost or stolen checks.

**DEPENDABLE:**

With Direct Payroll Deposit, your money will be in your account the day before Payday and immediately available. You can write checks on payday to pay bills or get cash as you normally would.

**SIMPLE:**

When you use direct deposit, on payday, instead of a check, you will receive a statement in your e-mail that shows your gross pay, deductions, net pay, etc. This statement will be your notice of deposit.

**THIS IS WHAT YOU MUST DO:**

1. Complete the application form.
2. Attach a void check if you would like your pay deposited into your checking account. Or attach a printed bank or credit union deposit slip for the savings account you would like your pay deposited into.
3. Return the form to the Payroll Office.

**HOW LONG DOES IT TAKE:**

We will process your application in a timely manner; however, it may take two pay periods to complete the process.

----- ✂ ----- Cut Here and Return this to Payroll with Attached Documents ----- ✂ -----

**PLEASE PRINT**

**Employee Name:** \_\_\_\_\_ **G Number:** \_\_\_\_\_

**Local phone:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_ **Work Department:** \_\_\_\_\_

**Attach a void check to deposit to your checking account or a deposit slip to deposit to your savings account.**

**Savings Account Number:** \_\_\_\_\_

**OR**

**Checking Account Number:** \_\_\_\_\_

**Transit Route Number**

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**TRANSIT ROUTE NUMBER** – The first 9 numbers on the lower left-hand side of your personal check, or if you are using a savings deposit slip, check with your bank for the correct numbers.

<b>Financial Institution Name</b>	<b>Address of Main Branch (if Known)</b>	<b>City</b>
State		

I authorize Grand Valley State University and the financial institutions listed above to deposit my pay automatically to the accounts indicated (and only those accounts) each payday. Adjusting entries to correct errors are also authorized. **This authority replaces any previous direct deposit authorization** and will remain in effect until I have canceled it in writing.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Date Stamp - Office Use Only

**Return this form to: PAYROLL OFFICE, 201 LAKE MICHIGAN HALL**  
*Important: If you close your account, you must notify the payroll office immediately*