



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 sign up for Direct Payroll Deposit, you authorize the Payroll Office to deposit all of your pay automatically into your checking OR savings account. When you use direct deposit, on payday, instead of a check, you will receive a statement 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: _____ **Social Security 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.

Financial Institution Name _____ **Address of Main Branch (if Known)** _____ **City** _____ **State** _____

Signature: _____ **Date:** _____

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