FACULTY/STAFF

State of Illinois/Southern Illinois University Edwardsville

Authorization for Deposit of Recurring Payments

Payee To Complete All Items

A. Name of Payee	B. Social Security Number of Payee
C. Address of Payee Apt./PO Box	City State Zip

This form is VOID without a deposit slip or voided check

D. Name of Financial Institution	H. Check One: _____ Checking Account _____ Savings Account
E. Street Address	I. Depositor Account Number
F. City State Zip	J. Depositor Account Title
G. Transit/Routing Number Check Digit	K. I am authorizing (check one): _____ Direct Deposit for the first time. _____ Restart _____ A change in financial institution/account _____ Termination of direct deposit

I authorize and request Southern Illinois University Edwardsville to direct my recurring payments for crediting in my account indicated at the financial organization designated above and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account. This authorization is not an assignment of my right to receive payment and revokes all prior payment direction notifications applicable to these payments. I understand the financial organization designated or Southern Illinois University Edwardsville reserves the right to cancel this agreement by notice to me.

L. Signature***	M. Date

****Print, sign, and submit original; e-mail attachments cannot be accepted.*

Notice to Employees

In the first pay period for which this form becomes effective, your check will be mailed to your home because the initial transmission is a prenote (a zero transaction to your bank to be certain your pay will be credited in the proper account). If there are any problems detected with the prenote, you may have more than one check mailed. When delivery location on the Earnings Statement indicates "BANK", the funds are transmitting electronically to a financial institution. If it states "P-XXXX", your transmission was set to prenote and your check will be mailed to your home.

Each pay period, it is the employee's responsibility to verify with your bank that funds have been deposited prior to writing checks against the deposit.

Attach Deposit Slip/Voided Check Here

For Office Use Only	
Processed Date	
Processed By	
Pay Period ID	

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