

**State of Illinois**  
Southern Illinois University Edwardsville

**Direct Deposit Authorization Form**

To enroll in direct deposit, complete this form and submit it to the Payroll Department. If depositing into a savings account, ask your bank for written verification of the Transit/Routing # for your account; in most cases it is not what is on the savings account deposit slip. This will ensure that your pay is deposited to your account correctly. (Below is a sample check detailing where the information necessary to complete this form can be found.)

Routing/Transit # (A 9-digit number always located in the bottom left-hand corner of check between these two marks)	Name of Depositor _____ Date _____ 101 Street Address _____ City & State _____	Checking Account # (Always located between these two marks)
	Pay to the Order of _____ \$ _____	
	Bank Name _____ City & State _____	
	Memo _____ ( : 1 2 3 4 5 6 7 8 )( : 1 2 3 4 5 6 7 8 9) 0 1 0 1	

**Notice to Employees** - In the first pay period for which this form becomes effective, Employees and Graduate Assistants-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 be paid by check for more than one payroll. Students-your check will be held at the Bursar where you may pick it up by showing your SIUE ID. It is your responsibility to verify with your bank that funds have been deposited prior to writing checks against the deposit.

**PAYEE INFORMATION**

<b>Name (Last, First, MI)</b> _____	<b>University ID</b> _____	<b>Employee/Student</b> _____
-------------------------------------	----------------------------	-------------------------------

**SIUE E-mail Address of Payee** \_\_\_\_\_

*In order to comply with the U.S. Office of Foreign Assets Control (OFAC) and National Automated Clearing House Association (NACHA) regulations, you must notify the University if you receive a payment from the University via direct deposit at a US financial institution and forward the entire amount to a financial institution in a foreign country.*

**ACCOUNT INFORMATION (Please see important notice below\*\*)**

<b>Account 1</b>	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	<b>Rtng/Trans #</b>	<b>Account #</b>	<b>Amount</b>
				\$
<b>Name of Financial Institution</b>	<input type="checkbox"/> New Set-up <input type="checkbox"/> Change in Account/Financial Institution			
<b>Account 2</b>	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	<b>Rtng/Trans #</b>	<b>Account #</b>	<b>Amount</b>
				\$
<b>Name of Financial Institution</b>	<input type="checkbox"/> New Set-up <input type="checkbox"/> Change in Account/Financial Institution			
<input type="checkbox"/> Remaining Balance				
<b>Account 3</b>	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	<b>Rtng/Trans #</b>	<b>Account #</b>	<b>Amount</b>
				\$
<b>Name of Financial Institution</b>	<input type="checkbox"/> New Set-up <input type="checkbox"/> Change in Account/Financial Institution			
<input type="checkbox"/> Remaining Balance				

I authorize and request Southern Illinois University Edwardsville to direct my recurring payments and travel/business expense reimbursements for crediting in my account(s) indicated at the financial organization(s) designated above to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account(s). I acknowledge that travel/business expense reimbursements will be deposited into my remaining bank account if I authorize direct deposit of my recurring payments into more than one bank 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(s) designated or Southern Illinois University reserves the right to cancel this agreement by notice to me.

Payee Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

Processed Date	Pay Period ID	Processed By	
----------------	---------------	--------------	--

# Direct Deposit Authorization Form Instructions

The Direct Deposit Policy of Southern Illinois University Edwardsville requires all newly hired or rehired employees, graduate assistants, and student workers to electronically deposit pay into a financial institution within the United States. **You have the option to select up to three different bank accounts.**

## Direct Deposit Enrollment

Submit the following directly to the Payroll Department:

- The completed **Direct Deposit Authorization Form**;
- A Void check or other document from the financial institution, which specifies the depository institution,'s routing number, and the Payee's account number. (see diagram on Direct Deposit form)

Direct Deposits may be made to multiple accounts. When the direct deposit is to be made to multiple accounts:

- Each account must be designated with a separate priority (i.e. priority #1, #2, #3).  
The priority #1 will be deposited first; Deposits will be done in priority order.
- Separate account information (void check or document from financial institution) must be submitted for each account.
- The amount to be deposited must be specified for all accounts except the last priority.
- The deposit amount for the account listed last (priority) will be the remaining amount.

### **Examples:**

**\$1000 will be deposited electronically**

#### **If there are 2 Accounts:**

- Priority one will specify the dollar amount.  
1. Amount
- Priority two will be used to deposit the remaining net.  
2. Remaining balance.

**\$1000 will be deposited electronically**

#### **If there are 3 Accounts:**

- Priority one will specify the dollar amount.  
1. Amount
- Priority two will specify the dollar amount.  
2. Amount
- Priority three will be used as the remainder account.  
3. Remaining balance.

## First Pay After Direct Deposit Enrollment

Students: 1<sup>st</sup> check must be picked up at Bursar's Office

Employees & Graduate Students: 1<sup>st</sup> check will be mailed to **"MAILING"** address on COUGARNET

## Changing Accounts

If changing accounts, please be sure to set up a new direct deposit direction before closing your current account. Since changing accounts may trigger a Pre-note Process, please validate the accuracy of your **"MAILING"** address in COUGARNET. Failure to verify this information may result in a bank rejection of your deposit and a delay in the receipt of your pay.

**The Direct Deposit Policy of Southern Illinois University may be found at:**  
[www.siu.edu/humanresources/forms/pdf/SIUEDirectDepositPolicy.doc](http://www.siu.edu/humanresources/forms/pdf/SIUEDirectDepositPolicy.doc)