

FREQUENTLY ASKED QUESTIONS ABOUT DIRECT DEPOSIT

You can have your pay deposited automatically with Direct Deposit into the financial institution of your choice.

Your pay is calculated by your payroll department the same as it is now, and you'll still get your pay stub so you can verify the amount of your pay.

Instead of a paper pay check, you'll receive the automatic benefit of having your pay directly deposited in your account.

Some questions you may have about Direct Deposit.

1. After I sign up, when does Direct Deposit begin?

Direct Deposit usually begins by the second pay cycle to allow time to process the authorization.

2. What if I am not paid the amount I think I am due?

If you have a question concerning the amount you were paid, you should contact your payroll bookkeeper immediately (just as you did when you received a paper paycheck).

3. What if I get overtime pay or a raise?

When you receive overtime pay or a raise, the increased amount should automatically be reflected in your deposited amount.

4. How do I change financial institutions or accounts after I am on the Direct Deposit system?

After opening a new account at your present or another financial institution, bring your new account number(s) to your location bookkeeper. After signing a new Direct Deposit Authorization Form, direct deposit will be stopped for your old account. You will receive a paper paycheck while your new financial institution and account number is being tested. One pay period later, you should begin receiving a direct deposit to your new account. **Do not close your existing account until you have notified your payroll office of your intentions to change banks or accounts.**

5. How do I sign up using a paperless account?

If you do not use checks because your account is paperless, attach a bank letter with ACH/account number information included.

6. How do I sign up for Direct Deposit?

To sign up for Direct Deposit, just fill out the Direct Deposit Authorization Form. After you sign the form, give it to your bookkeeper along with your voided check. You may change or discontinue your authorization by requesting another form from your school or work site bookkeeper.

7. Credit Union Accounts

If your financial institution is a Credit Union, please attach documentation of ACH/Account # information provided by your Credit Union.

DIRECT DEPOSIT AUTHORIZATION

Please fill out and return this form to your payroll department. Be sure to include a voided check.

Name: _____

Social Security Number: _____

Name of Your Financial Institution: _____

City _____ State _____

Account Number: _____

Checking only: _____

I authorize you and the Financial Institution listed to deposit my net pay automatically to my account each payday, and to initiate adjustments, if necessary, for any entries made in error to my account. This authority will remain in effect until I have cancelled in writing.

Signature: _____

Date: _____ / _____ / _____

School/Dept: _____

- ATTACH VOIDED CHECK HERE -