



# Direct Deposit Authorization

Please complete this form and return it to the personnel office. Be sure to include a voided check from your checking account and/or a deposit slip for your savings account, whichever is applicable. Under this program, you have the option (if you so choose) to deposit a portion of your net pay into a secondary account, such as savings or credit union account.

<b>Name:</b>	<b>Social Security Number:</b>
<b>Your Financial Institution:</b>	<b>Your Financial Institution:</b>
<b>Primary Account Number</b>  _____	<b>Secondary Account Number</b>  _____
<i>Please circle the one that applies:</i> Checking    Savings    Pay Card	<b>Dollar Amount \$</b> _____ <i>Please circle the one that applies:</i> Checking    Savings

I authorize Augusta State University and the above Financial Institutions to deposit my net pay and/or flat amount automatically into my account(s) each pay day, and to initiate adjustments, if necessary, for any entries made in error to my account.

Due to electronic funds transfer prenotification requirements, I understand this request may not be effective until the second payday after it is received in the Payroll Department (this time delay also applies when changing banks).

Effective November 1, 2004, I understand that as a condition of employment, I must have a bank account and sign up for direct deposit of my payroll payments and other reimbursements, or accept payment via a bank payroll card agreement with a local financial institution if I am unable to obtain a bank account.

\_\_\_\_\_

(Signature) (Date)

## Attach Voided Check(s) Here

