

## BALL STATE UNIVERSITY PAYROLL & EMPLOYEE BENEFITS Authorization for Direct Deposit

## **Instructions:**

- 1. Fill in the form.
- 2. You may establish direct deposit for up to 2 financial institutions.
- 3. Print the completed form, sign and mail on campus to BALL STATE UNIVERSITY PAYROLL DEPARTMENT (Administration Bldg 029) 2000 W. University Ave Muncie, IN 47306

BSU ID: <u>000-</u>		
Last Name:	First Name:	M.I
START direct deposit to the financial institution(s) noted below	STOP direct deposit send to payroll BEFORE closing your account	CHANGE my current direct deposit by stopping any and all authorizations now in force by me and replacing with the financial information listed below.
NOTE: You may designate direct dep distribute ALL PAYROLL payments from		nt, but not both. This direct deposit information will be used to
Bank Routing Nur	n: mber: mber:	_
Complete only 1	of the following:	
0	Checking	Savings
	percent (%) OR \$	Amount
Only complete if you elect to des another account.	ignate the remaining portion	n of your direct deposit to a second financial institution o
2) Financial Institution	n:	
Bank Routing Nur	mber: ımber:	_
		<del></del>
Complete only 1	of the following:	
0	Checking	Savings
	expect my checking or saving accor	matically to my account at the financial institution(s) indicated above. punt(s) to be credited will be on payday. I further understand that if iting my pay may be delayed.
Signature:	Date	e:

FOR <u>ACCOUNTING PAYMENTS</u> (ie EMPLOYEE TRAVEL, EXPENSE REIMBURSEMENTS, FINANCIAL AID, ETC) FOLLOW THE LINK BELOW TO A SECURE SITE TO ENTER YOUR BANK INFORMATION FOR THE ACCOUNTING DEPARTMENT. <a href="https://www.bsu.edu/webapps2/frsachs/">https://www.bsu.edu/webapps2/frsachs/</a>