

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 the PAYROLL DEPARTMENT

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 depos distribute ALL PAYROLL payments from		at, but not both. This direct deposit information will be used to
	per:	
Complete only 1 of	the following:	
O (Checking	Savings
	percent (%) OR \$	Amount
Only complete if you elect to desig another account.	nate the remaining portion	of your direct deposit to a second financial institution or
2) Financial Institution:		
Bank Routing Numb	er: ber:	
Complete only 1 of	the following:	
0 (Checking	Savings
	ect my checking or saving accou	natically to my account at the financial institution(s) indicated above. Int(s) to be credited will be on payday. I further understand that if I ting my pay may be delayed.
Signature:	Date	:

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. https://www.bsu.edu/webapps2/frsachs/