

# University of San Diego Payment Method

(This must be completed by all new hires and/or a change in bank accounts or payment method)

**Employee Name:** \_\_\_\_\_

**Mailing address:** \_\_\_\_\_

**ID or SSN #:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

## OPTION 1

## DIRECT DEPOSIT (Preferred Method)

Any new Direct Deposit account or change to an account number requires at least **TWO PAY PERIODS** before going into effect. You will receive a live check for the first pay date after submitting your Payment Method Form. All new Direct Deposit accounts or changes submitted will be pre-noted prior to a live direct deposit into your account(s). You will receive a separate pay statement with your banking information and a zero amount to your account to show your information has gone through the pre-note process. **A voided check or backup from your bank with the Route & Transit number and Account number must be attached.**

<input type="checkbox"/>	New	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	100% Net Amount		Deposit Flat Dollar Amount	\$
<input type="checkbox"/>	Change	Financial Institution		City (Account Start Up)	State	Account #	
<input type="checkbox"/>	Cancel						

<input type="checkbox"/>	New	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	100% Net Amount		Deposit Flat Dollar Amount	\$
<input type="checkbox"/>	Change	Financial Institution		City (Account Start Up)	State	Account #	
<input type="checkbox"/>	Cancel						

**Mail Pay Statement:** \_\_\_\_\_ **or** **Pick up Pay Statement at Cashier's Office after 9:00 am on payday:** \_\_\_\_\_

I hereby authorize the University of San Diego to initiate deposit (credit) entries, and if necessary, a debit entry in accordance with NACHA rules reversing a credit entry made in error, to my account at the financial institution named. **I understand my first direct deposit form or a change to an account number will take a minimum of two pay periods to be in effect.**

**Special Note:** Please make sure your direct deposit has stopped before closing your account. Otherwise, the funds will be returned to the Payroll Office and may cause a seven to ten day delay before you receive payment.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## OPTION 2

## PAYCARD (Preferred Method)

- |   |  |
|---|--|
| No bank account? No Problem!  | No more check cashing fees!            |
| No standing in line at the bank to cash your check!                   | No lost paychecks or stolen paychecks! |
| Make purchases anywhere a Visa debit cards are accepted.              | Make purchases at a point of sale!     |
| Get cash 24 hours a day, 7 days a week!                               | No monthly or annual fees!             |
| Access to ATMs at US Bank, Allpoint, VISA, Ace, and Suntrust Network. |  |

**Would like the Payroll Department to send you a packet? (circle one)**                      **YES**            or            **No**

To sign up for a Skylight Paycard you will need to complete the Authorization Agreement which you can pick up in the Payroll Department in Hughes 203.

## OPTION 3

## PAPER CHECK

Issue a paycheck (circle one):      Yes    or    No

Mail Pay Statement: \_\_\_\_\_ **or** **Pick up Pay Statement at Cashier's Office after 9:00 am on payday:** \_\_\_\_\_