

USD PAYROLL DIRECT DEPOSIT FORM

** Any new Direct Deposit account or changes to an account number require at least ONE pay period before going into effect.
 ** The first pay date after turning in a Direct Deposit Form, you will receive a live check which you will need to be deposit at your bank.
 ** If the information provided to payroll is accurate and complete, it will be submitted with the next payroll to the bank for pre-note. If the bank doesn't notify payroll with any issues, your check should be deposited with the next pay date. You will receive a separate check stub with your banking information and a zero amount to your account (pre-note process).

Instructions :

- 1 Please attach a copy of a voided check or back up from your bank that indicates your ACCOUNT NUMBER AND ROUTING NUMBER on the banks letterhead with the banks signature.
- 2 PLEASE PRINT LEGIBLY, IN INK.
- 3 This form MUST be signed and dated before payroll is able to process.
- 4 CANCELLATIONS take at least ONE pay period to go into effect.

----- Please detach once completed -----

Last Name	First Name	MI	USD ID #	Student ID #	Social Security # (Optional)
Local Street Address	City	State	Zip	Mail Statement	Phone #
				Yes <input type="checkbox"/> No <input type="checkbox"/>	

1	<input type="checkbox"/> New	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	Amount or % _____	Effective Date _____
	<input type="checkbox"/> Change	Financial Institution	City (Account Start Up)	State
	<input type="checkbox"/> Cancel			Account #

PAYROLL USE ONLY	Account Number	Routing Number	Entered	Verified

2	<input type="checkbox"/> New	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	Amount or % _____	Effective Date _____
	<input type="checkbox"/> Change	Financial Institution	City (Account Start Up)	State
	<input type="checkbox"/> Cancel			Account #

PAYROLL USE ONLY	Account Number	Routing Number	Entered	Verified

3	<input type="checkbox"/> New	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	Amount or % _____	Effective Date _____
	<input type="checkbox"/> Change	Financial Institution	City (Account Start Up)	State
	<input type="checkbox"/> Cancel			Account #

PAYROLL USE ONLY	Account Number	Routing Number	Entered	Verified

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 one pay period 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 _____