

University of San Diego Payment Method

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

Employee Name: _____

Mailing Address: _____

ID or Last 4 of SSN #: _____ **Phone Number:** _____

Employee Signature: _____ **Date:** _____

DIRECT DEPOSIT

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.

Attach a voided check (not a deposit slip) or backup from your bank with the Route & Transit number and Account number

<input type="checkbox"/>	Add	Checking <input type="checkbox"/> Savings <input type="checkbox"/>	100% Net Amount _____%	Deposit Flat Dollar Amount \$ _____	Expense Payments <input type="checkbox"/>
<input type="checkbox"/>	Change	Financial Institution	City, State (Account Start Up)	Account #	Routing/Transit #
<input type="checkbox"/>	Cancel				

<input type="checkbox"/>	Add	Checking <input type="checkbox"/> Savings <input type="checkbox"/>	100% Net Amount _____%	Deposit Flat Dollar Amount \$ _____	Expense Payments <input type="checkbox"/>
<input type="checkbox"/>	Change	Financial Institution	City, State (Account Start Up)	Account #	Routing/Transit #
<input type="checkbox"/>	Cancel				

Paperless pay statement
 Pick up pay statement/paycheck at Cashier's Office
 Mail pay statement/paycheck

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.** 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.

Special Note for Expense Reimbursements: This will be setup automatically utilizing the 100% net direct deposit account information in payroll (expense reimbursements cannot be split into separate accounts). If you would like to OPT OUT, please contact the Payroll Office at payroll@san Diego.edu or (619) 260-4818.

PAYCARD

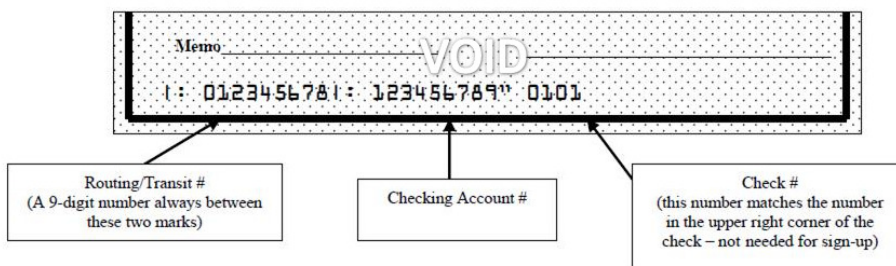
- | | |
|---|---|
| No bank account? No Problem!
No standing in line at the bank to cash your check!
Make purchases anywhere a Visa debit cards are accepted.
Get cash 24 hours a day, 7 days a week!
Access to ATMs at US Bank, Allpoint, VISA, Ace, and Suntrust Network. | No more check cashing fees!
No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

Please ask Payroll Department for an informational packet

To sign up for an ADP Aline Paycard you will need to complete the Authorization Agreement which you can pick up in the Payroll Department in Maher 112.

Special Note: If you are on a paycard, **Expense Reimbursement Payments** will default to your paycard.

Voided Check



Viewed I.D.
Initials: _____ **Date:** _____