

University of San Diego Payment Method

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

Email completed form w/backup to payroll@sandiego.edu

Employee Name: _____

Mailing Address: _____

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

Employee Signature: _____ Date: _____

DIRECT DEPOSIT

Attach a voided check (not a deposit slip) or backup from your bank with the Route & Transit number and Account number. We will not be able to process without the proper backup.

<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				

<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				

****All direct deposit pay statements will be available in WorkDay & Oracle Self-Service****

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.

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

The diagram shows a voided check with the word "VOID" in large letters across the center. Below the check, three boxes with arrows point to specific areas: "Routing/Transit # (A 9-digit number always between these two marks)" points to the top left, "Checking Account #" points to the top center, and "Check # (this number matches the number in the upper right corner of the check - not needed for sign-up)" points to the top right.

Viewed I.D. Initials: _____dfarew_____ Date: _____

Entered by: _____ Date: _____ Verified by: _____ Date: _____