

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				

Mail pay statement/paycheck: **or Pick up pay statement/paycheck 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.** 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 direct deposit account setup in payroll at 100% net (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! |
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Please ask Payroll Department for an informational packet

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 Maher 112.

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

Voided Check



Routing/Transit #
(A 9-digit number always between these two marks)

Checking Account #

Check #
(this number matches the number in the upper right corner of the check – not needed for sign-up)

