

# Direct Deposit Authorization Form

NEW

CHANGE

CANCELLATION

## Employee Information:

NAME (LAST, FIRST, MI) \_\_\_\_\_

UNIVERSITY ID \_\_\_\_\_ ( ) \_\_\_\_\_ - \_\_\_\_\_  
PHONE

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

NACHA Operating Rules require all payments funded internationally or sent to another country via the ACH Network to be identified as International ACH Transactions. If you receive your payroll payments via direct deposit at a U.S. bank and subsequently have the entire payroll payment transferred to a bank outside the U.S., please advise the University Payroll Office.

**I understand:**

- Each may require one pay period to validate your bank and account information.
- Prior to writing any checks or attempting to withdraw deposited funds, verify receipt of funds.
- ISU assumes no responsibility for processing a replacement payment until my financial institution returns the funds to ISU if I close/change my bank account.

I hereby authorize Illinois State University to initiate credit entries (deposits) and to initiate, if necessary, debit entries (withdrawals) for any erroneous credit entries made to my account with the financial institution listed on this form for payroll-related transactions. I further understand that Illinois State University assumes no liability in accepting this authorization other than transmitting funds electronically to the above institution. I also agree not to utilize an investment account that does not allow debit entries. This authorization remains in effect until Illinois State University has received written notification from stated employee in such time and manner to allow Illinois State University a reasonable amount of time to act upon it.

EMPLOYEE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## Banking Information:

To set up direct Deposit, please enter an account type, routing number, account number, deposit type, and amount or percentage. If you are unsure of your routing or account number, visit <http://payroll.illinoisstate.edu/employee-information/direct-deposit/> for assistance. For multiple accounts, a deposit order must be established. You may select up to three separate accounts. Each may require one pay period to validate your bank and account information. Once direct deposit is selected, no part of your pay can be issued as a check.

BANK NAME _____	SAVINGS CHECKING
AMOUNT PERCENTAGE BALANCE _____	ROUTING NUMBER _____ AMT/PERCENT _____
	ACCOUNT NUMBER _____ ORDER _____
<b>MUST ATTACH VOIDED CHECK</b>	

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RETURN THE COMPLETED FORM TO:

ILLINOIS STATE UNIVERSITY  
PAYROLL OFFICE – CAMPUS BOX  
0580 NORMAL, IL 61790-0580

OR SUBMIT VIA THE  
[PAYROLL SECURE FILE DROPBOX](#)