



SAVANNAH STATE UNIVERSITY

Authorization Agreement for Direct Deposit

Name: _____ Employee ID: _____

Department: _____ Campus Telephone: _____

Email Address: _____ Campus P.O. Box: _____

Important Facts about Direct Deposit

- 1. An employee can have his/her check deposited into as many as two accounts. One account will have a designated amount with the balance of the check going into the other account.
2. A check marked "VOID" should be submitted with the authorization form. A deposit slip is acceptable ONLY for direct deposit into a savings account.
3. The employee's account will be pre-noted the first pay cycle after the authorization has been received.
4. Payroll must be notified in writing to stop direct deposit one payroll cycle before any accounts are closed.

I am responsible for verifying all deposits made with my bank(s) before I issue any personal checks against my account.

Signature _____ Date _____

Payroll Direct Deposit Change of Bank Account number Change Secondary amount Change Accounts Payable reimbursement

PRIMARY ACCOUNT

Checking Savings Financial Institution City State Zip Code 9 Digit Transit Routing Number Account Number #

SECONDARY ACCOUNT

Checking Amount \$ Savings Amount \$ Financial Institution City State Zip Code 9 Digit Transit Routing Number Account Number #

A VOIDED CHECK / SAVINGS DEPOSIT SLIP MUST BE ATTACHED