ST. CLOUD STATE UNIVERSITY

STUDENT PAYROLL DIRECT DEPOSIT AUTHORIZATION

Name (please print)

☐ Start

☐ Change bank or account number

☐ Stop

Student I.D. #

Financial institution name

Financial institution city and state

Bank transit routing number:

(9 digits)

Account number:

(up to 17 characters)

☐ Checking **If you select "Checking," attach a voided check to this form**

☐ Savings **If you select "Savings," attach a deposit slip to this form.**

If you are unsure which type of account you should select, please contact your financial institution.

I authorize St. Cloud State University and my financial institution indicated above to initiate electronic credit entries (direct deposit) and if necessary, debit entries and adjustments for any credit entries made in error to my account as I indicated above.

Employee Signature

Phone Number

Date

Effective Date: Adding or changing a direct deposit requires a prenote to the bank before it becomes effective. You may receive a paycheck before the prenote process is complete.

If you have direct deposit for payroll and financial aid, you must use the same bank account for both.

Submit to: Business Office, 122 Administrative Services

PS739