DIRECT DEPOSIT

Procedures

All employees paid through Payroll Services may sign up to have their paychecks electronically deposited into their bank accounts. In order to take advantage of this benefit, the employee must complete a Direct Deposit Authorization Form and return it to the Payroll Services Office. A blank voided personal check must accompany the form if the deposit is to be made to a checking account. If the deposit is to be made to a savings account, care must be taken to ensure the correct account number and bank routing number is on the authorization form. We advise all our employees to verify that their pay has been direct deposited into their account prior to expending funds.

There can be a one-month delay in activation of an initial authorization or change to a direct deposit authorization depending on the timing of the receipt of the authorization form in the Payroll Services Office. Please notify the Payroll Services Office as soon as possible if any information changes regarding your financial institution and/or bank account. Cancellation of the authorization of the direct deposit will be effective in the next payroll cycle.