

PAYROLL DIRECT DEPOSIT REQUEST FORM

Syracuse University Faculty, Students, and Staff

You have the capability to directly deposit your pay into 3 accounts at any ACH accredited financial institution in the United States.

To participate in Direct Deposit, read and sign the authorization statement and provide all the necessary information.

AUTHORIZATION STATEMENT

I hereby authorize Syracuse University to deposit my payroll earnings directly into the account(s) specified below as well as request the return of any amounts erroneously deposited to my account.

I understand the following:

- 1) Due to verification requirements, my direct deposit may not begin until 2 paydays after the receipt of this authorization.
- 2) This authorization will continue for the duration of my employment or until the Payroll Service Center receives a signed request to change or discontinue my participation.
- 3) The receipt of a direct deposit email notification will be my official notification that the transfer of funds from Syracuse University to my account has occurred.
- 4) That Syracuse University assumes no responsibility for errors or delays by a financial institution in crediting accounts or for my failure to notify the Payroll Service Center that my account(s) has been CLOSED.

Section A: Requestor & Authorization Information			
NAME		CAMPUS PHONE #	
SUID		E-MAIL ADDRESS	
SIGNATURE		DATE	

New Participant Change Current Distribution Discontinue Participation

Section B: Distribution Information						
<u>PRIORITY</u>	<u>ROUTING NUMBER</u>	<u>BANK ACCOUNT NUMBER</u>	<u>TYPE OF ACCOUNT</u> C - Checking S - Savings	<u>% of NET PAY</u>	<u>FIXED AMOUNT PER PAY</u>	<u>EXCESS</u>
1				%		
2				%		
3				%		
			Total	%		

CHECK EXAMPLE (Bottom Left Corner of Check)

MEMO
⑆056073506⑆ 5435732348 ⑈ 1438
Routing Number Bank Account
(Exactly 9 digits) Number

Send completed form and attachment to: **PAYROLL SERVICE CENTER**
SKYTOP OFFICE BLDG., ROOM 106
Or Fax 315/443-9565

Questions? Contact the Payroll Service Center at 443-4042 or payroll@syr.edu

For more information go to <http://payroll.syr.edu>