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:

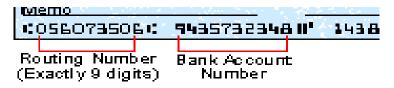
- 1) Due to verification requirements, my direct deposit may not begin until 2 paydays after the receipt of this authorization.
- 2) This authorization will continue for the duration of my employment or until the Payroll Service Center receives a signed request to change or discontinue my participation.
- 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 <u>CLOSED</u>.

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									
PRIORITY	ROUTING NUMBER	BANK ACCOUNT NUMBER	TYPE OF ACCOUNT C - Checking	% of NET PAY	FIXED AMOUNT PER PAY	EXCESS			
			S - Savings						
1				%					
2				%					
3				%					
			Total	%					

CHECK EXAMPLE (Bottom Left Corner of Check)



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.svr.edu