

# **EMPLOYEE DIRECT DEPOSIT ENROLLMENT FORM**

EMPLOYEE NAME: \_\_\_\_\_ (Please Print)

SOCIAL SECURITY or 700 NUMBER: \_\_\_\_\_

Institution Name (Bank or Credit Union): \_\_\_\_\_

Bank Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

\_\_\_\_\_ Checking      \_\_\_\_\_ Savings      (Check one only)

- Attach a VOIDED CHECK or SAVINGS ACCOUNT WITHDRAWAL SLIP
- Deposit slips are not accepted
- This account will remain in effect until notice of change is submitted

**PAYROLL ONLY:** If this form and voided check/deposit slip are received by the 15<sup>th</sup> of the month the direct deposit will occur that same month. If received after the 15<sup>th</sup> of the month a manual paycheck will be generated and mailed. Direct deposit payments are posted to your account the last working day of each month. Pay stub information is available on the Mesa State College website at [www.mesastate.edu](http://www.mesastate.edu). If multiple accounts are requested for payroll distribution a separate attachment is required.

**ACCOUNTS PAYABLE ONLY:** If this form is received 5 days prior to the reimbursement process date the payment will be posted directly in your bank account. A manual check will be processed if direct deposit information is not available for current reimbursement and all future reimbursements will be made via direct deposit.

This account designation is to be used for the following: (Check one only)

\_\_\_\_\_ Payroll Only      \_\_\_\_\_ Accounts Payable Only      \_\_\_\_\_ Both

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date