COLORADO MESA UNIVERSITY
1100 North Avenue Grand Junction, CO 81501-3122

Payroll Office
(970) 248-1140
Fax (970) 248-1061
1-800-982-MESA

Payroll Direct Deposit Enrollment Form

NAME _____ **CMU ID#** **700** **Effective with pay dated:** **/ /20**

NAME OF BANK _____

ROUTING NUMBER ☐☐☐☐☐☐☐☐☐

ACCOUNT NUMBER
Circle: Checking or Saving ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Amount Full Amount or $ _____

(For Additional Accounts)

NAME OF BANK _____

ROUTING NUMBER ☐☐☐☐☐☐☐☐☐

ACCOUNT NUMBER
Circle: Checking or Saving ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Amount Remaining Amount or $ _____

NAME OF BANK _____

ROUTING NUMBER ☐☐☐☐☐☐☐☐☐

ACCOUNT NUMBER
Circle: Checking or Saving ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Amount Remaining Amount or $ _____

- Attach a **DIRECT DEPOSIT FORM for Checking/Savings or a VOIDED CHECK** for **Checking**
- Supporting document must be ***preprinted*, not handwritten**
- Deposit Slips are **NOT** acceptable
- Bank letterhead with routing, account number and account type **will** be accepted

This information will be used for both payroll and accounts payable. If your bank and/or account information changes you must complete a new enrollment form and notify the Payroll as soon as possible. Your check will be delayed by at least 3-4 days if your funds are sent to an inactive account. It may take up to 10 business days for this election to go into effect. If a direct deposit does **NOT** go into your account as expected, please call the Payroll Office at (970) 248-1140.

By signing this form, you acknowledge that you understand and agree to all terms as described above.

_____ _____
SIGNATURE DATE

Rev. 4/26/2018