

# HENDERSON STATE UNIVERSITY

## Employee Direct Deposit Authorization

### Instructions

Fill out and return to PAYROLL on the 3<sup>rd</sup> floor of Womack Hall or box 7531.\*

### Account 1

Account 1 type:  Checking  Savings

Bank (please print legibly): \_\_\_\_\_

Bank routing number (ABA number): \_\_\_\_\_

Account number: \_\_\_\_\_

Percentage or dollar amount to be deposited to this account: \_\_\_\_\_

### Account 2 (remainder to be deposited to this account)

Account 2 type:  Checking  Savings

Bank (please print legibly): \_\_\_\_\_

Bank routing number (ABA number): \_\_\_\_\_

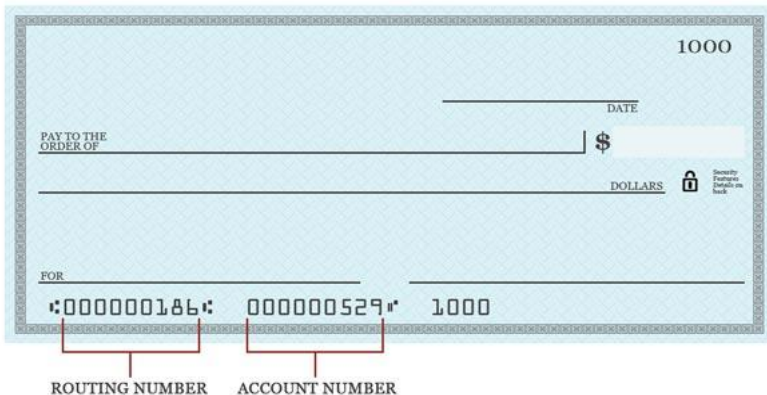
Account number: \_\_\_\_\_

### Authorization

This authorizes Henderson State University to send credit entries electronically to my account(s) indicated above. This authorization will be in effect while I am employed at Henderson State University or until I submit a written termination notice to Payroll, and they have a reasonable opportunity to act on it. It is my responsibility to notify Payroll of any changes to my account. I understand that it can take a minimum of two payrolls for the direct deposit to become active.

Authorized signature: \_\_\_\_\_ Employee ID #: \_\_\_\_\_

Print name: \_\_\_\_\_ Date: \_\_\_\_\_



### For Internal Payroll Use Only

Prenote Date: \_\_\_\_\_

Note Date: \_\_\_\_\_

**\*YOU CAN ALSO ATTACH A VOIDED CHECK.**

**DEPOSIT SLIPS WILL NOT BE ACCEPTED.**

**\*\* Student Workers are not eligible for direct deposit.**