



Direct Deposit is required. Please follow these steps:

1. Complete the attached form in full.

NOTE: If the Transit/ABA number is not filed in, the effective date of your Direct Deposit will be delayed.

2. Attach a check or deposit slip marked “VOID.”

A pre-note will be done upon receipt of this form. A pre-note means you will physically receive a check at your campus location.

The actual Direct Deposit will go into effect one paycheck following the receipt of your complete form.

Below is a SAMPLE of a check and the information that is needed to complete the Direct Deposit Form.

A diagram of a check with several callout boxes and arrows pointing to specific fields. The callout boxes are: "Your Name Your Address City, State, Zip" (pointing to the top left), "Depository Information" (pointing to the top center), "Branch Information" (pointing to the top right), "Pay To The Order Of" (pointing to the center left), "\$" (pointing to the center right), "Transit/ ABA Number" (pointing to the bottom left), "Bank Information Branch Information" (pointing to the bottom center), and "Account Number" (pointing to the bottom right). The check number "123456789" is printed at the bottom left, and "0123456789" is printed at the bottom right.

3. Forward the Direct Deposit Form and VOIDED check/deposit slip to the Payroll Department.

