

DIRECT DEPOSIT FORM

As a condition of employment, all newly hired or rehired employees on or after July 1, 2011 are **required** to enroll in direct deposit within thirty (30) days of hire or rehire and remain enrolled in direct deposit for the remainder of their employment. All employees employed prior to July 1, 2011 receiving their pay by direct deposit or pay card will continue those processes.

I hereby instruct Georgia State University (GSU) to deposit my net pay directly into my personal bank account.

I understand that I am responsible for reviewing my deposit notice for accuracy each payday, and for verifying that funds have been credited to my account before making expenditures. I understand that my pay-advice notifications and history are available via a secure website at <http://oneusgconnect.usg.edu/>. From this site, I can view and print my "pay stub", which includes my gross pay, detailed deductions, and the net amount that was deposited to my bank account. _____ (please initial)

I understand that my choice will remain in effect until I change the destination of my direct deposit by submitting a Direct Deposit Change Form to Payroll Services. I understand that if I close or move my account, I must notify Payroll Services immediately to help avoid misdirection of funds. I understand that if a payroll action has already been transmitted to a financial institution, confirmation of a reversal of funds must be received before GSU can issue a replacement payment. _____ (please initial)

I understand that GSU has the right to correct deposit entries/errors by crediting or debiting my account as necessary within 5 business days of the transaction. _____ (please initial)

Check one of the following: Start (New Hire) Stop/Delete Account Change Account Add Account

Effective Date: _____
MM/DD/YYYY

Account # - (Type of Account: check one) Checking (voided check/bank direct deposit form, deposit slips are not accepted)
 Savings (deposit slip or bank direct deposit form)
 Bank of America Cash Pay Card (available in Payroll Services)
 Global Cash Pay Card (available in Payroll Services)

In order to sign up for Direct Deposit you must attach a copy of a personal check, savings deposit slip, or financial institution direct deposit form. For security reasons we recommend that the check is "VOIDED". For multiple accounts or changes in existing accounts complete the table below. There is a limit of 5 accounts – if you need to add additional accounts, please submit a second form.

| Account Type: | Checking / Savings (Circle one) <input type="checkbox"/> ADD <input type="checkbox"/> DELETE | Checking/Savings (Circle One) <input type="checkbox"/> ADD <input type="checkbox"/> DELETE | Checking/Savings (Circle One) <input type="checkbox"/> ADD <input type="checkbox"/> DELETE |
|--|---|---|---|
| Priority: (Defines order funds will be deposited) | | | |
| Routing Number: (Found on the bottom of your check or savings deposit slip) | | | |
| Account Number: (Found on the bottom of your check or savings deposit slip) | | | |
| Deposit Amount/Percent: (indicate amount or percent to deposit in account) | | | |
| Remaining Net Pay (this is the account that will be used for your employee reimbursements) | | | |

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|-------------------|--|-------------------|--|
| Name Printed | | Social Security # | |
| Signature | | Phone | |
| Campus Department | | Date | |

Return the completed form to the GSU Payroll Office via fax (404) 413-3301 or bring to One Park Place South, Suite 330 Downtown Atlanta, Georgia State University Campus.