

## How Do I Update My Direct Deposit?

### Directions

1. All requests for updates to Direct Deposit will be performed by the GSU Payroll Office until further notice.
2. Access Direct Deposit Change Form: Click here: [Direct Deposit Change Form](http://managers.hr.gsu.edu/resources/formspoliciesguidelines/search-forms/entry/1/39/)  
<http://managers.hr.gsu.edu/resources/formspoliciesguidelines/search-forms/entry/1/39/>
3. To download, click on the pdf file for the Direct Deposit Change Form
4. Fill in the appropriate form fields as required.
5. Return the completed form to GSU Payroll Office:
  - Fax to (404) 413-3301  
OR
  - Bring to One Park Place South, Suite 330  
Downtown Atlanta Georgia State University Campus
6. If you have questions or need additional information, please contact the GSU Payroll Office or your HRAC representative for clarification.

### Payroll Office Location & Contact

**Office Hours**

Monday – Friday 8:30am – 5:15pm

**Physical Location**

One Park Place South, Suite 330  
Downtown Atlanta Georgia State University Campus

**Mailing Address**

Payroll Office  
Georgia State University  
P.O. Box 3982  
Atlanta GA 30302-3982

**Phone** (404) 413-3302**Fax** (404) 413-3301**Email**

payroll@gsu.edu

