

Instructions for Completing Direct Deposit Enrollment Authorization Form

Employees are required to have their payroll check automatically deposited into their checking and/or savings account. A direct deposit enrollment authorization form must be completed and submitted to your campus Human Resource Office to initiate direct deposit.

The instructions for completing the direct deposit enrollment authorization form are as follows:

1. Type or print your name, social security number and mailing address.
2. Check appropriate action type box to indicate start, stop or change amount.
3. Under the account information section, please complete all information. Be sure to attach a blank "voided" check to the completed form for checking accounts. (A sample check is provided below to assist you in locating the financial institution routing number (ABA) and your bank account number.)
4. Print your name in the space provided. Sign and date the form, giving a daytime telephone number, and submit the completed form to your campus Human Resource Office.

SAMPLE CHECK

JOHN A. DOE-SMITH
1422 Rail Run Avenue
Anywhere, LA 70835

5408

PAY TO THE ORDER OF _____ \$ _____
_____ DOLLARS

MEMO
:065400137:200 2486 89 8: 5408

Bank Routing Number Checking Account Number