

DIRECT DEPOSIT

For your convenience, we can arrange to make a **DIRECT DEPOSIT** of your pay to the bank of your choice. This benefit is available to you at **no cost**.

There is often some inconvenience associated with getting your checks cashed or deposited on paydays and Fridays. With **DIRECT DEPOSIT**, those inconveniences are gone. There is no rush to cash or deposit your check during lunch or after work. No waiting in long teller lines. No lost or stolen checks. No need to make special arrangements when absent or on vacation. With **DIRECT DEPOSIT**, your money will be in your account on payday and immediately available.

When you sign up for **DIRECT DEPOSIT**, you authorize the Payroll Department to deposit your pay automatically to your checking or savings account in the bank of your choice. On payday, instead of a check, you will receive a pay advice that shows your gross pay, deductions, if any, net pay, etc. The pay advice is your notice of deposit.

To sign up for **DIRECT DEPOSIT**, please complete the form below and return it in a **secured envelope** to your supervisor or to the Payroll Department at South Campus Complex A with your voided check or deposit slip.

I authorize Saginaw Valley State University and the financial institution listed below to deposit my pay automatically to my checking or savings account each payday. I understand that this authority will remain in effect until I have cancelled it in writing.

Date _____ Social Security Number _____

Employee Name _____

Name of Financial Institution _____

Address of Financial Institution (if known) _____

Checking Account Number _____

or

Savings Account Number _____

Transit Routing Number (9 digit number) _____

Signature _____