

**SOUTHERN UTAH UNIVERSITY
PAYROLL DIRECT DEPOSIT ENROLLMENT FORM**

Name (Last, First, Middle)	Social Security or T-Number
Email Address for Check Stubs	
I authorize the Payroll Office to direct deposit my pay at:	
Name of Bank	
Bank Account Number	
<input type="checkbox"/> Checking	<input type="checkbox"/> Savings
(A voided check or copy of a check MUST be attached to verify bank account number.)	

Please attach a voided check or bank Direct Deposit authorization form.

It is important that you understand the direct deposit benefit and your responsibilities associated with it.

1. It is your responsibility to notify Human Resources of any changes (account number, closing of account, etc.) in your bank account. **Please know your direct deposit will remain active until you inactivate it with Human Resources.**
2. Direct Deposit may require a "pre-note" file be sent to the bank if you have not attached a voided check. Therefore, your first paycheck after signing up may be printed & mailed. All subsequent payrolls will be deposited directly in your bank account and you will receive a direct deposit notification via the email address listed above.
3. Direct Deposit notifications are sent out 2 - 3 days before pay day. As such, when you receive your notification, please check the date in the upper right hand corner to see the actual pay date when funds will be deposited. Contract pay days are typically the 15th & last day of the month; Hourly pay days are typically the 10th & 25th of each month.
4. It is your responsibility to verify that your check has been deposited into your account. Southern Utah University is not responsible for any bank charges or overdrafts to your account.
5. SUU reserves the right to initiate a reversing transaction if a payment was made in error. If such a case arises, you will be contacted prior the reversal of the transaction.
6. Payments will be considered complete when your financial institution has received or has control of the payment (which may not coincide with the posting of funds to your account).
7. SUU is not responsible for any loss arising from error, mistake, or fraud in the information you provide or from a loss of data caused by the actions of another.

The employee's signature below indicates that he/she has read and understands the direct deposit policy.

Signature

Date