



## DIRECT DEPOSIT AUTHORIZATION

*Upon completing this form, submit the signed original to Southern Utah University, Controller's Office, 351 W. University Blvd., Cedar City UT 84720.*

### PAYEE CLASSIFICATION

- Employee Payroll (Please attach voided check or bank authorization form)
- Student or Employee Refund/Reimbursement
- Vendor

### TRANSACTION TYPE (Check all appropriate boxes.)

- |   |   |
|---|---|
| <input type="checkbox"/> New setup                  | <input type="checkbox"/> Change financial information |
| <input type="checkbox"/> Cancellation               | <input type="checkbox"/> Change account number        |
| <input type="checkbox"/> Update contact information | <input type="checkbox"/> Change account type          |

### PAYEE IDENTIFICATION

Social Security number or Federal Employer's Identification (FEI) _____					<b>OR</b>	SUU T Number <b>I</b> _____				
Name			Phone Number (    )			Email Address (REQUIRED)				
Mailing Address				City			State		ZIP Code	

### FINANCIAL INSTITUTION

Financial Institution Name				City				State	
Routing Transit Number _____		Customer Account Number _____				Type of Account <input type="checkbox"/> Checking <input type="checkbox"/> Savings		Percent/Amount	

### CANCELLATION

Reason	Date
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### AUTHORIZATION FOR SETUP, CHANGES OR CANCELLATION

I authorize Southern Utah University (SUU) to deposit payments to my financial institution electronically. I further understand that SUU will reverse any payments made to my account in error.		
I also agree to comply with the National Automated Clearing House Association's rules and SUU Policies and Procedures for electronic payments at all times.		
Authorized Signature	Printed Name	Date

### Note:

- 1) After enrolling in Direct Deposit, all funds specified will be deposited directly to your bank account unless this agreement is terminated or amended by written notification.
- 2) It is your responsibility to notify SUU in writing of any changes to your bank account. Your direct deposit will remain active until you inactivate it with SUU.
- 3) If funds are direct deposited to your account in error, SUU may initiate a reversal against the account to recover/remove the funds. If such a case arises, you will be contacted prior to the reversal.
- 4) SUU is not responsible for any bank or overdraft fees charged to your account.
- 5) Email notification will be provided prior to the payment posting to your account.
- 6) Payroll Direct Deposit will be delayed one full pay period if Direct Deposit Authorization forms do not include either a voided check or bank authorization form.

For **vendor** or **reimbursement** questions please contact:

Accounts Payable  
 Email: [accountspayable@suu.edu](mailto:accountspayable@suu.edu) Phone:  
 (435) 586-7730 or (435) 586-7964

For **payroll** questions, please contact:

Human Resources  
 Email: [jobs@suu.edu](mailto:jobs@suu.edu)  
 Phone: (435) 586-7754