



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.)

- New setup
- Change financial information
- Cancellation
- Change account number
- Update contact information
- Change account type

PAYEE IDENTIFICATION

Social Security number or Federal Employer's Identification (FEI) _____					OR	SUU T Number I _____				
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
 Phone: (435) 586-7730 or (435) 586-7991

For **payroll** questions, please contact:

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