

Payroll Direct Deposit Enrollment Form

Employee Information

Employee Name:			Red ID:	
Home Address Including Street:				
City:	State:	Zip Code:	Home Phone:	
Work Phone:	E-mail Address:			

You are limited to three (3) accounts in any combination

If you are requesting only one direct deposit, please indicate 100%. If you are requesting more than one direct deposit, the allocation between your accounts must be in dollars with one account authorized for the remaining amount.

Financial Institution Name	Routing Number	Account Number	Checking	Savings	100% of Net Pay	Dollar Amount	Indicate Account to deposit any remaining balance
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>			
			<input type="checkbox"/>	<input type="checkbox"/>			
SmartOne Paycard (mark with X if applicable) <input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>			

I authorize San Diego State University Research Foundation (SDSURF) to initiate credits (and/or corrections to the previous credits) to the above designated financial institutions. This authorization is to remain in full force and effect until I revoke it in writing. By signing this authorization, I understand all of the following:

1. I must attach account verification document (voided check, member ID card) OR BANK STATEMENT.
2. I understand that new direct deposits and/or direct deposit changes take effect after a successful "pre-note" (usually two pay periods).
3. Direct deposit pay stubs may be viewed and printed by logging into Employee Gateway on the SDSURF web site.
4. My financial institution has until midnight of the pay date (or first working day thereafter) to credit my account.
5. If I change financial institutions or account information within the same financial institution, I will receive one paycheck before the new authorization begins.
6. I must notify the SDSURF payroll department immediately of any account changes or closures. NOTE: Failure to notify the payroll department of changes to your bank account may delay receipt of your paycheck.
7. If my employment status is inactive in excess of six months, I understand that my direct deposit deduction may be terminated and I must contact SDSURF's payroll department to obtain direct deposit reinstatement information.

Signature of Employee:	Date:
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For Payroll Use Only

Direct Deposit Routing #:	Prenote Date:
Account Number:	Code: Effective Payroll:
Direct Deposit Routing #:	Prenote Date:
Account Number:	Code: Effective Payroll: