

**SOUTHERN UTAH UNIVERSITY
DIRECT DEPOSIT ENROLLMENT FORM**

Name (Last, First, Middle)	Social Security Number
Email (Where check stub will be sent)	T Number
I authorize the Payroll Office to direct deposit my pay at:	
Name of Bank	
Bank Account Number	
(A voided check or copy of a check MUST be attached to verify bank account number.)	
Signature	Date

Checking

Savings

Please attach your voided check here.

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

1. Late time will not be accepted. Hourly Late Time Forms will be held for processing on the next regular payroll date. It is your responsibility to work with your supervisor to ensure your time is turned in on time.
2. It is your responsibility to notify the Payroll Office of any changes (account number, closing, etc.) in your bank account. **Please know your direct deposit will remain active until you deactivate it with the Payroll Office.** If you quit or leave for the summer, it will remain active when/if you return.
3. Direct Deposit requires a "pre-note" file be sent to the bank. Therefore, your first paycheck after signing up will be printed. All subsequent payrolls will be deposited directly in your bank account and you will receive a direct deposit notification via your SUU campus email.
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.

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

Signature

Date