

Texas State University – San Marcos AUTHORIZATION FOR DIRECT DEPOSIT

YOU MUST PROVIDE A VOIDED CHECK WITH THIS FORM * DUE DATE – 1st of each month – JCK 580

Transaction Type: Initial Election of Direct Deposit Change Cancellation

(PLEASE PRINT or TYPE)

Employee Name: _____

Texas State ID #: _____ **Daytime Phone #:** _____

Financial Institution Name: _____

City: _____ **State:** _____ **Zip:** _____

ABA Routing #: _____ **Account #:** _____

Check one only: Checking Account Savings Account

By my signature below, I agree to all the terms and conditions of the Texas State Direct Deposit program as stated in university policies. I authorize Texas State to make Direct Deposit payments for both payroll and non-payroll items (such as travel reimbursements) to my account listed above. I further authorize debit entries and adjustments for any credit entries made in error to my account. This authorization remains in effect until the university receives written notification from me of its modification or 12 months after my termination from Texas State. I understand that changes must be received by the Texas State Payroll Office not later than the 1st of the month to take effect no later than the 1st of the next month. I agree that if changes occur in my account, i.e., switching account from checking to savings, closing account, changing banks, etc. it is my responsibility to contact the Payroll Office immediately. I cannot hold Texas State responsible for my failure to provide timely notification of such changes.

Signature: _____ **Date:** _____

All employees may view or print earnings statements online by logging on to the SAP Production Portal at www.fas.txstate.edu/site/. Earnings information may be available on Texas State's website before the funds are deposited with your financial institution. It is important to verify the electronic deposits with your financial institution before funds are withdrawn.

ATTENTION HOURLY EMPLOYEES: You will not receive a written earnings statement while you are on the direct deposit program. You should view or print your earnings statement online at www.fas.txstate.edu/site/.

Privacy Notice: State Law requires that you be informed of the following: (1) You are entitled to request to be informed of the information about yourself collected by use of this form (with a few exceptions as provided by law); (2) you are entitled to receive and review that information; and (3) you are entitled to have the information corrected at no charge to you.

Attach your voided check below and return this completed form to the Payroll Office, 580 JCK. If you have questions, please, call the Payroll Office at 245-2543.

Tape voided check here for checking accounts.

Tape copy of account number card for savings.

