

ST. LAWRENCE UNIVERSITY
Employee Direct Deposit Form

NAME: _____ **SS#:** _____

I wish to have my check deposited electronically to the following account (s):

1. **Bank Name:** _____ Checking or Savings _____
a. Account Number: _____ (circle one) Amount/Percent*
b. Bank Routing Number: _____
2. **Bank Name:** _____ Checking or Savings _____
a. Account Number: _____ (circle one) Amount/Percent*
b. Bank Routing Number: _____
3. **Bank Name:** _____ Checking or Savings _____
a. Account Number: _____ (circle one) Amount/Percent*
b. Bank Routing Number: _____
4. **Bank Name:** _____ Checking or Savings _____
a. Account Number: _____ (circle one) Amount/Percent*
b. Bank Routing Number: _____

*NOTE: If deposit is to more than two accounts, only amounts (not percentages) may be specified. Flat amounts will be credited to just accounts listed and the remaining balance to the last account listed.

Please select an option for your pay stub distribution:

- | | | | |
|------|-------------------------------|-----|-------------------------|
| fo | Send to Facilities Operations | ds | Send to Dining Services |
| sec | Send to Security | usm | Send via US Mail |
| pkup | Pick up at Business Office | cmr | Send via Campus Mail |
| can | Send to Canaras | | |

Signature: _____ Date: _____

If possible, please include a deposit slip or voided check with this form-they have important bank/account encoding that will help us process your direct deposit more efficiently.

NOTE: National Automated Clearing House Association rules require that the first direct deposit transaction be for bank and account number verification purposes only; it cannot contain financial information. Therefore, after enrolling for direct deposit, you will receive one paycheck which will be available on payday at the Business Office. Then, all subsequent paychecks will be direct deposited and your pay stub will be distributed according to your selection above.

Please return to the Business Office, Vilas Hall 116.