ALCORN STATE UNIVERSITY
PAYROLL DIRECT DEPOSIT AUTHORIZATION

See back of form for an explanation of some of the information asked for on this form.

☐ New to the direct deposit program
☐ Additions or Changes
☐ Stop all direct deposits effective _____

Employee Identification	Employee Name (Last, First, Middle Initial)	Department (Abbr. if necessary)	Telephone Number
			Email Address

Action	Priority	Account Type	Routing Number	Account Number	Fill in % or Dollar Amount Percent of Net Pay
☐ Add ☐ Change ☐ Delete	1	☐ Checking ☐ Savings			
					Dollar Amount
Effective Date		**Financial Institution**			**City, State**

Action	Priority	Account Type	Routing Number	Account Number	Fill in % or Dollar Amount Percent of Net Pay
☐ Add ☐ Change ☐ Delete	2	☐ Checking ☐ Savings			
					Dollar Amount
Effective Date		**Financial Institution**			**City, State**

Action	Priority	Account Type	Routing Number	Account Number	Fill in % or Dollar Amount Percent of Net Pay
☐ Add ☐ Change ☐ Delete	3	☐ Checking ☐ Savings			
					Dollar Amount
Effective Date		**Financial Institution**			**City, State**

Action	Priority	Account Type	Routing Number	Account Number	Fill in % or Dollar Amount Percent of Net Pay
☐ Add ☐ Change ☐ Delete	4	☐ Checking ☐ Savings			
					Dollar Amount
Effective Date		**Financial Institution**			**City, State**

Action	Priority	Account Type	Routing Number	Account Number	Fill in % or Dollar Amount Percent of Net Pay
☐ Add ☐ Change ☐ Delete	5	☐ Checking ☐ Savings			
					Dollar Amount
Effective Date		**Financial Institution**			**City, State**

PLEASE ATTACH A VOIDED CHECK OR A DOCUMENT PRE-PRINTED FROM YOUR FINANCIAL INSTITUTION VERIFYING THE INSTITUTION'S ROUTING NUMBER AND YOUR ACCOUNT NUMBER FOR ACCURACY. STARTER CHECKS ARE PERMISSABLE. NO MORE THAN 5 ENTRIES PER EMPLOYEE.

A prenote may be required for new employees and for employees making changes to their direct deposit. A prenote sends your account type and numbers to the bank without any money to assure accuracy regarding account information entered in the system. If a prenote is applied, you will receive an actual check and the next check will be direct deposit.

Comments: Any time you change your direct deposit, you must make your changes very clear to the staff that will process the changes. Use this space, if necessary, to describe what you want to occur. This will help make your changes turn out the way you expect.

I authorize the Payroll Office to initiate electronic credit entries (direct deposits) for the amounts designated to the financial institution(s) indicated above. I further authorize, if necessary, debit entries and/or adjustments for any credit entries made in error to the accounts specified above. I understand that my direct deposit can be discontinued at any time due to infringement of University policy, procedure, or practice.

Employee Signature	Date