

**Idaho State University Payroll Office**  
**Direct Deposit Personal Exemption Request Form**

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**Section I (to be completed by employee)**

Employee Name (Please Print)

Work Phone

Job Title

Last four digits of Social Security Number

**Policy**

It is the Policy of the Idaho State University (ISU) that all employees paid by the ISU Payroll Office be required to participate in Direct Deposit to receive payroll related payments. The Policy in its entirety is available for review on the ISU Payroll Web site – <http://www2.isu.edu/finserv/payroll.shtml>

**Personal Exemption Request**

I request that I be exempted from the requirement that I participate in Direct Deposit and instead be paid by paper check for the following reason (select one):

\_\_\_ I currently do not have a checking or savings account at an eligible financial institution **and** I am unable to obtain an account. Attached is a letter from an eligible financial institution to this effect.

\_\_\_ I request that ISU consider an exemption for the reasons set forth in the attached letter.

**Employee Acknowledgement**

For payments not received by Direct Deposit, all paper checks will be mailed by the ISU Payroll Office on the employee's designated payday. Any employee receiving his/her pay by paper check shall be required to provide a valid mailing address to ISU Payroll Office or the Office of Human Resources.

By signing below, I acknowledge having been provided a copy of the referenced Direct Deposit Policy, understand the risks associated with mailing a paper check and hereby submit my request for exemption for the reason stated above supported by the appropriate documentation.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

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**Section II (to be completed by ISU Payroll Office)**

\_\_\_\_\_  
Reviewed By (Name and Title of Payroll staff reviewing request)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone

**Mail form to the ISU Payroll Office: Stop 8219 Pocatello, ID 83209 or Fax to 208-282-4725**

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**Section III (to be completed by the ISU Payroll Office)**

Date Received \_\_\_\_\_ Request Approved \_\_\_\_\_ Request Denied \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date