

IDAHO STATE UNIVERSITY MANDATORY PAYROLL DIRECT DEPOSIT FORM

<hr style="border: 0.5px solid black;"/> Name (Last, First, Middle)	<hr style="border: 0.5px solid black;"/> BengalWeb Number											
I authorize the Payroll Office to direct deposit my pay at:												
<hr style="border: 0.5px solid black;"/> Name of Bank												
<table style="margin: auto; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 25px; height: 20px;"> </td> <td style="border: 1px solid black; width: 25px; height: 20px;"> </td> <td style="border: 1px solid black; width: 25px; height: 20px;"> </td> <td style="border: 1px solid black; width: 25px; height: 20px;"> </td> <td style="border: 1px solid black; width: 25px; height: 20px;"> </td> <td style="border: 1px solid black; width: 25px; height: 20px;"> </td> <td style="border: 1px solid black; width: 25px; height: 20px;"> </td> <td style="border: 1px solid black; width: 25px; height: 20px;"> </td> <td style="border: 1px solid black; width: 25px; height: 20px;"> </td> <td style="border: 1px solid black; width: 25px; height: 20px;"> </td> <td style="border: 1px solid black; width: 25px; height: 20px;"> </td> </tr> </table>												<hr style="border: 0.5px solid black;"/> Bank Account Number
Bank Routing Number												
<input type="checkbox"/> Checking	<input type="checkbox"/> Savings											

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

1. It is your responsibility to notify Payroll Department of any changes (account number, closing account, etc.) in your bank account. **Please know your direct deposit will remain active until you inactivate it with Payroll.**
2. Direct Deposit may require a "pre-note" file to be sent to the bank. Therefore, your first paycheck after signing up for direct deposit may be printed and mailed. All subsequent payrolls will be deposited directly into your bank account(s).
3. If you wish to use multiple financial institutions for direct deposit please fill out separate form for each and include amount or percentage allocation. Allocation amount or percentage _____.
4. Direct Deposit notifications are shown in BengalWeb prior to pay day. As such, when you view this information please check the date of payment.
5. It is your responsibility to verify your check has been deposited into your account. Idaho State University is not responsible for any bank charges or overdrafts to your account.
6. ISU reserves the right to initiate a reversing transaction or have payment reimbursed by check to ISU if a payment was made in error. If such case arises, you will be contacted prior to the reversal of the transaction.
7. Payments will be considered complete when your financial institution has received or has control of the payment (which may not coincide with the posting of funds to your account).
8. ISU is not responsible for any loss arising from error, mistake, or fraud in the information you provide or from a loss of data caused by the actions of another financial institution.

The employee's signature below indicates that he/she has read and understands the Direct Deposits policy.

 Signature

 Date