



## Payment Method – Direct Deposit of Salary

- Instructions:**
- To Enroll:** Read the back of this form, mark the **new** box and complete **Section 1**; **Sign** the form; **Verify** all banking information with your financial institution; and **Attach** a voided check containing your printed name and account number to the form. If you are depositing to **more than two accounts**, please use the “Payment Method - Additional Direct Deposit Information” form. You may designate deposits into up to six (6) different accounts. **Priority of each Direct Deposit:** Please choose a value between 1 and 6. The lower number will be deducted first. If you have only one direct deposit, circle number 6. **Note: This direct deposit information is for payroll payments only.**
  - To Cancel:** To cancel a direct deposit account, mark the “cancel” box, provide your name, Employee number, account number and account type in **Section 1**, then sign and date the form in **Section 2**.
  - To Change:** To make a change to a current direct deposit account, mark the “change” box and complete **Section 1**.

Type of Transaction:       NEW                       CHANGE                       CANCEL

### SECTION 1 (To be completed by participant.) *Please Print!*

|   |   |
|---|---|
| Participant Name (Last, First, MI)  | Employee #:   |
| Do you have Multiple Direct Deposits?: <input type="checkbox"/> YES <input type="checkbox"/> NO<br>If yes, be sure to select a priority number for each account. The lower number will be deducted first. If you have only one direct deposit, circle 6.  |   |
| <b>BANK ACCOUNT # 1</b> Direct Deposit Options: (Select One Per Bank Account)<br><input type="checkbox"/> Deposit a <b>fixed amount</b> of _____ (i.e., \$100.25) <input type="checkbox"/> Deposit _____ <b>percent</b> of net pay (full percentages only, i.e., 25%)<br><input type="checkbox"/> Deposit <b>net pay</b> or excess of net pay after previously selected direct deposits |   |
| Name & Address of Financial Institution: (Branch Location)<br>_____<br>_____<br>Priority:    1    2    3    4    5    6<br>Bank Routing Number: (Contact your Financial Institution for this information)   | Account Type:<br>(Select One) <input type="checkbox"/> Checking <input type="checkbox"/> Savings<br><br><i>Please attach a pre-printed voided check or form from your financial institution containing your account and routing numbers.</i><br>Account Number: (Please <b>VERIFY</b> with your Financial Institution!) |
| <b>BANK ACCOUNT # 2</b> Direct Deposit Options: (Select One Per Bank Account)<br><input type="checkbox"/> Deposit a <b>fixed amount</b> of _____ (i.e., \$100.25) <input type="checkbox"/> Deposit _____ <b>percent</b> of net pay (full percentages only, i.e., 25%)<br><input type="checkbox"/> Deposit <b>net pay</b> or excess of net pay after previously selected direct deposits |   |
| Name & Address of Financial Institution: (Branch Location)<br>_____<br>_____<br>Priority:    1    2    3    4    5    6<br>Bank Routing Number: (Contact your Financial Institution for this information)   | Account Type:<br>(Select One) <input type="checkbox"/> Checking <input type="checkbox"/> Savings<br><br><i>Please attach a pre-printed voided check or form from your financial institution containing your account and routing numbers.</i><br>Account Number: (Please <b>VERIFY</b> with your Financial Institution!) |
| <b>Depositor (Participant) Certification</b>  |   |
| I certify that I have read and understood the back of this form. By signing this form, I authorize my salary payment to be sent to the financial institution(s) named above and to be deposited to the designated account(s).   |   |
| Signature:  | Date:   |

### SECTION 2 (To be signed by participant or operations manager/delegate to CANCEL direct deposit).

VOLUNTARY: Participant

Signature:

**PLEASE READ THIS CAREFULLY**

*The information on this form is confidential and is required to process payment data from The Research Foundation for SUNY (RF) to the financial institution and/or its agent. Failure to provide the requested information may delay or prevent receipt of payments through the direct deposit program.*

**Multiple Direct Deposits:**

Participants may choose up to six direct deposits. It is the responsibility of the participant to clearly indicate and monitor the priority of his or her direct deposits.

**Cancellation of Direct Deposit:**

Pay will be directly deposited until direct deposit is canceled by the RF or the Participant. You may stop participating in direct deposit at any time by notifying your campus payroll office and completing a new Payment Method-Direct Deposit of Salary Form. On a new form, check the Cancel box, fill in your name, Employee number, account number and account type, then sign and date the form under voluntary cancellation. The cancellation will not take effect until it is processed by the RF. Or you can use Employee Self Service to update your information and no form is required.

**Change in Financial Institution:**

To change the financial institution into which you deposit funds, you must first **cancel** your previous deposit (see above), then complete a new enrollment form to start direct deposit with the new financial institution. Or you can use Employee Self Service to make these changes and no form is required.

**Your Responsibilities:**

- You are responsible for verifying with your bank the accuracy of the bank account number on your enrollment form and for confirming with your bank that your net pay deposit is in your account each payday.
- Direct deposit is not guaranteed and it is your responsibility to verify the availability of funds in your account(s). You are responsible for notifying the payroll office if a direct deposit does not occur.)
- You are responsible for notifying the payroll office if you close your account or if you change banks or account numbers. Complete a new Payment Method-Direct Deposit of Salary form or use Employee Self Service to update your information.
- You are responsible for payment of any charges that may be incurred against your account as a result of direct deposit.
- Direct deposit will terminate automatically when you change from one operating location to another. To establish direct deposit in your new operating location, complete an enrollment form with your operating location payroll office or use Employee Self Service to update your information.
- Please check with your financial institution for more information regarding when your funds will be available to you.