

PAYROLL DIRECT DEPOSIT REQUEST FORM

“Bowling Green State University Faculty, Students, and Staff”

You have the capability to directly deposit your pay into 3 accounts at any ACH accredited financial institution in the United States.

To participate in Direct Deposit, read and sign the authorization statement and provide all the necessary information. **For a checking account, attach a voided check. For a savings account, attach evidence of your account number and routing number for that financial institution.** Forward this form and the required attachment to the Payroll Office. Any questions regarding Direct Deposit should be directed to the Payroll Office at extension 2-2201.

AUTHORIZATION STATEMENT

I hereby authorize Bowling Green State University to deposit my payroll earnings directly into the account(s) specified below as well as request the return of any amounts erroneously deposited to my account.

I understand the following:

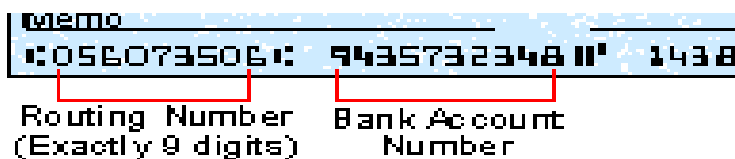
- 1) Due to verification requirements, my direct deposit may not begin until 2 paydays after the receipt of this authorization.
- 2) This authorization will continue for the duration of my employment or until the Payroll Office receives a signed request to change or I make changes via MyBGSU through employee self service.
- 3) **The receipt of my pay stub will be my official notification that the transfer of funds from Bowling Green State University to my account has occurred on the effective date of the pay as noted on the pay stub.**
- 4) That Bowling Green State University assumes no responsibility for errors or delays by a financial institution in crediting accounts or for my failure to notify the Payroll Office that my account(s) has been CLOSED.

Section A: Requestor & Authorization Information			
NAME		PHONE #	
BGSUID		E-MAIL ADDRESS	
SIGNATURE		DATE	

New Participant
 Change Current Distribution

Section B: Distribution Information						
PRIORITY	ROUTING NUMBER	BANK ACCOUNT NUMBER	TYPE OF ACCOUNT C - Checking S - Savings	% of NET PAY	FIXED AMOUNT PER PAY	EXCESS
1				%	\$	
2				%	\$	
999				BAL	\$	
			Total	100 %	\$	

CHECK EXAMPLE (Bottom Left Corner of Check)



Send completed form and attachment to: PAYROLL OFFICE
322 ADMINISTRATION BLDG.