

Please print or type: _____
Last First MI University ID Number

PLEASE DELIVER MY MONTHLY PAY AS INDICATED BELOW.

DIRECT DEPOSIT (use this section to establish or change both direct deposit and/or earnings statement delivery)

Please direct deposit my monthly pay to _____ Bank _____ Branch.
 Checking. A voided check **MUST** be attached. Savings Account. Verification of Bank account **MUST** be attached.

Please send my Earnings Statement to _____ Department. **Note: Your first month's pay will be issued as a check and will be delivered to the Earnings Statement delivery department.**

Discontinue my direct deposit. (**Note: you must complete check delivery box below.**)

PAYROLL CHECK (do not use this section if you have pay direct deposited!)

I do not have direct deposit, please send my Check to _____ Department.

I will pick up my check at the payroll window (Window #18, Kerr Administration Building).

EMPLOYEE SIGNATURE: _____ DATE _____
----- cut here ----- PAYROLL/EMPOO1/06-01-04

INSTRUCTIONS: All new employees are asked to complete a Payroll Check/Earnings Statement Delivery Authorization to advise the payroll office of their choice of pay delivery options. If a form is not submitted, your pay will be issued as a check, and will be available at the Payroll Window (window #1 8, Kerr Administration Building)

1. Please print or type your name (last name first) and enter your Social Security or ID number on the first line of the form.
2. If you have selected **direct deposit**, complete box 1. (Note: Your first payment will be by check sent to the department you have chosen to have your Earnings Statement sent to.)
 - Enter the name and branch of your bank
 - Select checking or Savings account
 - If you select checking, attach a voided check
 - If you select savings, attach verification of the bank and account number. Generally your bank can provide you a card or other form that can be used as verification. You can use the top of your bank statement if it includes both the routing number and the account number.
 - Indicate the department you would like your earnings statement sent to each month.
 - If you decide to discontinue your direct deposit, mark the Discontinue box and complete the Payroll Check box.
3. If you wish to receive your pay as a **check** complete box 2
 - You can elect to have your check sent to your department
 - Or you can elect to pick up your check at the Payroll Window
4. Sign and date the form. (Unsigned forms will be returned, and your pay will be issued by check, available at the Payroll Window.

TO MAKE CHANGES IN YOUR PAY DELIVERY STATUS:

1. **To change banks or bank accounts** - submit a new form with new attachments
2. **To change your Earnings Statement Delivery, but leave your direct deposit the same** - complete only the Earnings Statement blank in box 1
3. To discontinue your direct deposit mark discontinue in box 1 and complete box 2
4. To change your check delivery complete box 2