



University Enterprises, Inc.

SACRAMENTO STATE

6000 J Street
Sacramento, CA 95819-6063

Payroll Services

(916) 278-7427
FAX (916) 278-4141
www.enterprises.csus.edu

Employee Authorization for Direct Deposit

I hereby authorize University Enterprises, Inc. (UEI) to initiate deposits (credits) to the financial institution indicated below. The financial institution is authorized to credit and/or correct the amounts to my account. This authority is to remain in full force and effect until I revoke it by giving 15 days prior written notice to UEI Payroll Services, or upon termination of my employment. Also, if my bank account number and/or my financial institution changes, I will complete a new authorization form. This change may cause an interruption in my direct deposit service. My failure to notify UEI Payroll Services of such a change may result in a charge by the financial institution, for which I may be responsible for. Furthermore, I understand that direct deposits are only available for my use on each regularly scheduled payday.

<input type="checkbox"/> NEW <input type="checkbox"/> _____ <input checked="" type="checkbox"/> IF NEW HIRE Hire Date _____	<input type="checkbox"/> CHANGE 	<input type="checkbox"/> CANCEL _____ effective date (15 days advanced notice required)
Employee Name LAST, (please print) FIRST	ID #	
Department Name		Daytime Phone Number
Bank Name		

HAVE YOUR PAYCHECK DEPOSITED INTO A CHECKING OR SAVINGS ACCOUNT.

CHECKING: for Direct Deposit to your checking account:

PLEASE ATTACH VOIDED CHECK HERE – FROM YOUR OWN PERSONAL CHECKING ACCOUNT.
(due to incorrect bank routing information on some deposit slips, **only** voided checks are accepted)

I do not use checks, please use the account information below.

Routing Number

Account Number

or

SAVINGS: for Direct Deposit to your savings account:

Routing Number

Account Number

Signature: _____

Date: _____

Return completed form to UEI Payroll Services.

Revised 3/17