EMPLOYEE PAY SELECTION

You have two options for receiving your pay from University of Southern Indiana (“USI”). Listed below are those options. Both are dependable, safe and convenient. **You must select at least one (1) option below.** Please review them and make your selection by initialing your choice and signing below. You must also complete the reverse side of this form to finalize your payroll enrollment. **Your signature is required, regardless of pay option selected.**

**I am a** 🗆 Faculty/Adjunct 🗆 Administrator 🗆 Staff Member 🗆 Student Employee. **I am paid** 🗆 Biweekly 🗆 Monthly.

DIRECT DEPOSIT

I select direct deposit for disbursement of my pay. \_\_\_\_\_

* I hereby authorize USI to initiate direct deposit credit entries in the account(s) listed on my Direct Deposit Application.
* I understand I must complete a Direct Deposit Application (on reverse side of this document).
* If I change or terminate my account(s) without notifying USI in a timely manner, I understand that my pay may be delayed and my pay may be placed on a dashPayroll card.
* If the direct deposit information I provide to USI is incorrect, I understand that my pay may be delayed and my pay may be placed on a dashPayroll card.
* I understand it is my responsibility to verify with my bank that funds have been deposited prior to writing checks or approving debits against the deposit.
* This agreement is effective on the next available payroll processing date and will remain in effect until the University receives notice of change or cancellation by me or my financial institution or until all payroll payments are made resulting from my employment ending at the University.

dashPayroll Card

I select dashPayroll card for disbursement of my pay. \_\_\_\_\_

* I hereby authorize USI to initiate direct deposit credit entries in my account.
* If I change or terminate my account(s) without notifying USI in a timely manner, I understand that my pay may be delayed.
* This agreement is effective on the next available payroll processing date and will remain in effect until the University receives notice of change or cancellation by me or my financial institution or until all payroll payments are made resulting from my employment ending at the University.

I authorize USI to disburse my pay according to the selection I initialed above. I understand that I can change my pay selection at any time in the future. If funds to which I am not entitled are deposited to my account, I authorize debits from my account and the return of such funds.

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SIGNATURE DATE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRINTED NAME USI EMPLOYEE/STUDENT ID #

|  |  |
| --- | --- |
| □ Check here to cancel your selection | Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Direct Deposit/Payroll Card Enrollment

|  |  |  |  |
| --- | --- | --- | --- |
| Name (Print) |  | USI Employee ID |  |
| Department |  | Email Address |  |
| PayCard Address |  | Address Line 2 |  |
| City State Zip |  | Contact Phone |  |
| Social Security # |  | Date of Birth |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **D**  **I**  **R**  **E**  **C**  **T**  **D**  **E**  **P**  **O**  **S**  **I**  **T** | 1 | Bank Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Account Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Account Type  🖵Checking  🖵Savings | 🖵 Amount \_\_\_\_\_\_\_\_\_\_\_\_  🖵 Percent \_\_\_\_\_\_\_\_\_\_\_\_  🖵 Net Pay |
| 2 | Bank Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Account Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Account Type  🖵Checking  🖵Savings | 🖵 Amount \_\_\_\_\_\_\_\_\_\_\_\_  🖵 Percent \_\_\_\_\_\_\_\_\_\_\_\_  🖵 Net Pay |
| 3 | Bank Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Account Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Account Type  🖵Checking  🖵Savings | 🖵 Amount \_\_\_\_\_\_\_\_\_\_\_\_  🖵 Percent \_\_\_\_\_\_\_\_\_\_\_\_  🖵 Net Pay |
| 4 | Bank Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Account Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Account Type  🖵Checking  🖵Savings | 🖵 Amount \_\_\_\_\_\_\_\_\_\_\_\_  🖵 Percent \_\_\_\_\_\_\_\_\_\_\_\_  🖵 Net Pay |

Attach (1) a voided check or (2) an official letter from your financial institution that contains your name, bank routing number, account type, account number, and last 4 digits of your social security number. Your first pay will be direct deposited as specified above.

|  |  |  |
| --- | --- | --- |
| □ | dashPayroll card  check here to select PayCard | 🖵 Amount \_\_\_\_\_\_\_\_\_\_\_\_ 🖵 Percent \_\_\_\_\_\_\_\_\_\_\_\_ 🖵 Net Pay |

I certify that the information provided is correct and that I have read and understand the terms of this agreement. By signing this application, I authorize USI to send my payments to the account(s) at the financial institution(s) named above. If I have selected the Payroll Card as my pay disbursement, my signature indicates I understand a card will be mailed to the address listed above.

SIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- |
| **HR Use Only**  Identity verified by:\_\_\_\_\_\_\_\_(who) on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Source)  dashPayroll card Account Number: \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ Routing Number: 073972181  GXADIRD Entered \_\_\_\_\_\_\_\_\_\_\_\_\_ Checked \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ □ Active \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

