

Direct Deposit Authorization

Ferris State University
Payroll Office, PRK 257
Phone (231) 591-2160 Fax (231) 591-2975

Name: _____ Banner ID or Social Security #: _____

Please check one: Faculty/Staff Student

Deposit ticket or voided check *required*

New Change Stop Account Type: Checking Savings
Institution Name: _____ % of net check **or** \$ _____
Bank Routing or Transit Number: _____
Account Number: _____ Institution phone number: _____

New Change Stop Account Type: Checking Savings
Institution Name: _____ % of net check **or** \$ _____
Bank Routing or Transit Number: _____
Account Number: _____ Institution phone number: _____

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*** NOTE: Direct deposits become effective the SECOND PAYCHECK after this form is received by the FSU Payroll Office.**
*** When TRANSFERRING direct deposits between banks you will receive one "cashable check"**

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I authorize Ferris State University to start crediting my account(s) at the financial institution(s) listed above for the purpose of automatically depositing funds as indicted above.
I understand that if my account(s) at the financial institutions(s) listed above have been changed or closed, I must inform the FSU Payroll Office in writing. *FSU is unable to refund rejected monies until they are credited to the FSU payroll account.*

Signature: _____ Date: _____ Campus Phone Number: _____