



## DIRECT DEPOSIT FORM INSTRUCTIONS

- 1) Clearly print your name and that of your school.
- 2) If this is your first application for direct deposit, check the “begin direct deposit” box; if it is a change to a pre-existing request, check “Make a Change”. The new form will replace any pre-existing request.
- 3) List your accounts in order of deposit preference if applicable. The account listed as “Priority One” will receive its funds first and so forth. The payroll system can accommodate up to three (3) separate deposits into transaction accounts. The priority you request will be completed as net pay is available.

**Note:** Accounts eligible for deposit are transaction\* accounts on which you are a signer.

- 4) Employees must attach a voided check (for checking account routing) or a deposit slip (for savings account routing). Your financial institution can provide you with the documentation you need.
- 5) List the routing and transit or ABA number, account number, account type, and deposit amount (or net pay) for each account listed.

**The employee must be a signer on the account**

**SAMPLE VOIDED CHECK**

**John Doe**  
Name on Account

John Doe  
123 Shady Lane  
Yourtown, A.A. 12345

DATE \_\_\_\_\_ 2048

PAY TO THE ORDER OF \_\_\_\_\_ \$ \_\_\_\_\_  
Dollars

⑆ 241022233 ⑆ 333962222 ⑆ 2048

**241022233**  
Routing Number

**333962222**  
Account Number

- 6) Sign and date the form and deliver it to your payroll officer in the FCSU business office.
- 7) Once received by the payroll officer the form will be keyed into the system and set to “pre-note”. When the next payroll is processed, a pre-note is sent through ACH to your financial institution and you receive a paycheck.
- 8) If the pre-note is not rejected by the ACH, or financial institution the next or second payroll from the initiation of your direct deposit will be processed with your requested amounts. If the pre-note is rejected by the financial institution the errors are resolved and the new set-up “pre-noted” again.

Terminating a direct deposit: check the appropriate box on your current form, sign the form and return it to your payroll officer.

*\*Transaction Account: A deposit account from which the account holder is permitted to make withdrawals or transfers by negotiable or transferable instrument, payment order of withdrawal, telephone transfers, similar means to make transfers to third parties.*