

Employee Name _____ ID Number: _____

Paycheck Information

Effective January 1, 2006, all new employees must elect direct deposit for their paychecks.

****Attach Voided Check****

Main Bank (Complete if only one bank used):

Bank Name: _____

Bank Address: _____

Routing Number: _____

Account Number: _____

Checking

Savings

Second Bank:

Bank Name: _____

Bank Address: _____

Routing Number: _____

Account Number: _____

Amount to be deposited: _____

Checking

Savings

*****THERE IS A ONE (1) MONTH PRENOTE PERIOD, WHICH MEANS NO DIRECT DEPOSIT FOR THE FIRST MONTH OR FOR THE FIRST COUPLE OF CHECKS IF PAID BIWEEKLY**

I authorize The University of Southern Mississippi to automatically deposit my payroll check into the bank and account number as indicated above. If you are unable to provide a voided check, the University is not held liable for any incorrect information that is given and then entered. This election will remain in full effect until the University of Southern Mississippi receives written notification from the undersigned employee that a change be made. Should a change be necessary, the employee will be required to submit a new form and should be mindful of payroll deadline.