

**Direct Deposit and Payroll Check Distribution Authorization
CSUSM Corporation**

New Employee Re-Hire Change in Distribution Cancel

Please select **ONE**:

PAYCHECK - Please select one of the following options for you to receive your paycheck:

- Mail** (please provide your mailing address in the authorization section below)
- Pick up at the Cashiers Office after 10 a.m. on payday (Craven Hall 3107)**

DIRECT DEPOSIT - Your pay stub will be mailed to the address you provide below. However, it takes one payroll before the direct deposit will begin (this is when the pre-note is done). Please select one of the following options for your **first paycheck/changes**:

- Mail** (please provide your mailing address in the authorization section below)
- Pick up at the Cashiers Office**

For Direct Deposit, Please Read and Complete the Following:

Use this form to add, change, or cancel a Direct Deposit. You can set up a partial deposit (a specified whole dollar amount), or full deposit (your net pay), or split pay into two or more accounts- payroll check only - (a specified whole dollar amount to one or two accounts and the remaining net pay to another account). This form and a Voided Check or your Bank's Direct Deposit Authorization Form must be submitted to CSUSM Corporation by the Time Sheet Deadline to take effect on the following payroll period. All changes must be in writing.

Bank Name: _____

Full or Partial Deposit

Transit Routing Number: _____

Deposit Account Number: _____

Amount: _____

- Checking Account (Attach voided check)
- Savings Account (Attach deposit slip)

Bank Name: _____

Full or Partial Deposit

Transit Routing Number: _____

2nd Deposit Account Number: _____

Amount: _____

- Checking Account (Attach voided check)
- Savings Account (Attach deposit slip)

Authorization given by:

<i>Employee Name:</i>		<i>Phone #:</i>
<i>Street:</i>		<i>Apt:</i>
<i>City:</i>	<i>State:</i>	<i>Zip:</i>

Print Form and Sign Below

Employee Signature: _____ *Date:* _____