



## **DIRECT BANK DEPOSIT**

### **Direct Bank Deposit is:**

#### **1. Dependable**

- Immediate availability of funds on payday
- No loss of leisure time
- No need to make special arrangements when absent or on vacation.

#### **2. Safe**

- No lost or stolen checks
- No overdrafts due to late deposits

#### **3. Simple**

- Fill out a Direct Deposit Authorization Form to have your pay automatically deposited to your checking or savings account. On payday, instead of a check, you receive a pay advice that shows your gross pay, deductions, net pay, deposit information, etc. The pay advice is your notice of deposit and your record.

## **Instructions**

### **To Start Direct Bank Deposit**

1. Complete a Direct Deposit Authorization Form and return it to the Payroll & Employee Benefits office.

### **To Change or Stop Direct Bank Deposit**

1. Complete a Direct Deposit Authorization Form noting the type of change that is being made by checking the correct box.
2. Return the authorization form to the Payroll & Employee Benefits office.

If you intend to close your account it is very important to STOP your Direct Deposit with the payroll department before you close your bank account. If you fail to do so your check will continue to go Direct Deposit. Once a check has been directed to a closed account, a delay will take place of usually one to two business days. Your money must be returned to Ball State before it can be re-issued to you directly.

# Bank Deposit Authorization Form

## Instructions

1. Obtain a Direct Deposit Authorization Form from the Payroll & Employee Benefits office located on the bottom floor of the Administration Building in room AD 029.
2. Fill in the form with the correct information.
3. Sign and date the form in the space provided.
4. Mail or bring in the completed form to the payroll office.

### Sample using one account

Direct Deposit

Printed Name: Last Cardinal First Joseph SS# | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9

Signature Joseph Cardinal Date 01/01/01

I hereby authorize Ball State University to:

**START** direct deposit to the financial institution(s) noted below.

**STOP** direct deposit. Send this to Payroll BEFORE closing your account.

**CHANGE** my current direct deposit by stopping any and all authorizations now in force by me and replacing same with the deposit information below.

**1** Bank Ball State Federal Credit Union  Checking  Savings

Bank Routing Number | 2 | 7 | 4 | 9 | 7 | 5 | 2 | 9 | 1 | Bank Account Number 987654321

Deposit Amount: 100 % of net check / or \$ \_\_\_\_\_ .00 (set amount) with remainder below.

**2** Bank \_\_\_\_\_  Checking  Savings

Bank Routing Number | | | | | | | | | | Bank Account Number \_\_\_\_\_

Deposit Remaining Funds. \_\_\_\_\_

Form DEP 10 / Rev. 12/00

### Back of card

Please provide this information from one of your checks or monthly statements, not from a deposit slip.

Incorrect data will cause your deposit to be delayed.

If you are using a **CREDIT UNION** account, please contact your credit union for the proper routing number. Credit Unions often use a different routing number from the one which is printed on your checks for automated payments.

Your Name	8077
123 West Street	
Any City, USA 12345	_____ DATE
PAY TO	
THE ORDER OF _____	\$ _____
_____ DOLLARS	
for: _____	
:  123456789 :	21447778   ▪
	8077

- If using two direct deposits, you must direct them to two different financial institutions.
- You may select either direct deposit or to receive a payroll check, but not both.

|

**ROUTING NUMBER**  
Denoted by nine digits  
Surrounded by :|

|

The checking  
**ACCOUNT NUMBER**

|

Check number

Sample using two accounts

Direct  
Deposit



Printed Name: Last Cardinal First Joseph SS# | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9

Signature Joseph Cardinal Date 09/05/02

I hereby authorize Ball State University to:

**START** direct deposit to the financial institution(s) noted below.

**STOP** direct deposit. Send this to Payroll BEFORE closing your account.

**CHANGE** my current direct deposit by stopping any and all authorizations now in force by me and replacing same with the deposit information below.

**1** Bank Ball State Federal Credit Union  Checking  Savings

Bank Routing Number | 2 | 7 | 4 | 9 | 7 | 5 | 2 | 9 | 1 | Bank Account Number 987654321

Deposit Amount: \_\_\_\_\_ % of net check / or \$ 75.00 (set amount) with remainder below.

**2** Bank Bank One  Checking  Savings

Bank Routing Number | 0 | 7 | 4 | 0 | 0 | 0 | 1 | 0 | Bank Account Number 43216543

Deposit Remaining Funds.