

Payroll/Disbursement Enrollment or Cancellation Form (please print)

FOR PAYROLL USE ONLY			
Processed by: _____	Date: _____	_____	_____
Prenote by: _____	Date: _____	_____	_____

FOR AP USE ONLY			
Processed by: _____	Date: _____	_____	_____
Prenote by: _____	Date: _____	_____	_____

Name: Last (Family)	First	Middle	Social Security Number	
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Address	City	State	Zip Code
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Direct deposit is available for PAYCHECKS (issued by Payroll), and also for REIMBURSEMENTS (issued by Accounts Payable). You must indicate below how you want payments deposited.

FACULTY AND STAFF: Your paychecks are issued by Payroll. Reimbursements are issued by Accounts Payable.

STUDENTS: All paychecks, including Teaching and Research Assistant "stipend" are issued by Payroll.

You must complete the Cancellation section before closing any designated direct deposit account. Failure to do so will result in delays making funds available to you.

DIRECT DEPOSIT (Attach voided check for each checking account or deposit slip for each savings account and send completed form to: VSU Payroll or Accounts Payable Dept, UC#5)

Deposit all Payroll and or Reimbursements from VSU as follows Change Existing Direct Deposit

Institution Name (whole number only)	Account Number & Routing Number	Type	Percentage
_____	_____	<input type="radio"/> Checking <input type="radio"/> Saving	_____
_____	_____	<input type="radio"/> Checking <input type="radio"/> Saving	_____
_____	_____	<input type="radio"/> Checking <input type="radio"/> Saving	_____

CASHPAY **Must complete CashPay Enrollment Form**

(Total percentage must equal 100%)

CANCELLATION: Cancel my Cash Pay Account and enroll me in Direct Deposit as indicated above. Account closed.

Payroll Checks:	Reimbursement :
<ul style="list-style-type: none"> Your first direct deposit will take a minimum of 3-4 weeks to process due to banking laws. An enrollment form must be received by the 30th of the month to be in place by the end of the following month. 	<ul style="list-style-type: none"> Your check will be routed as per current instructions until direct deposit is prenoted by the banks.
<ul style="list-style-type: none"> In the interim, your check will be routed to your department. 	<ul style="list-style-type: none"> Cancellations of direct deposit take approximately one week to process. Payment will continue to be handled as per current instructions in the interim.
<ul style="list-style-type: none"> Cancellations of direct deposit must be received at least 15 days prior to payday. 	

Read Statement carefully: I hereby authorize Valdosta State University to initiate deposits (credits) and/or corrections to the prior deposits (previous credits) to the financial institutions indicated. The financial institution is authorized to credit and/or correct the amounts to my accounts. This authority is to remain in full force and effect until either I revoke it by giving at least 15 days prior written notice to VSU Payroll Services or Accounts Payable, or, upon one full quarter of inactivity or termination of my employment. I understand this notification of cancellation must be given to VSU Payroll at least 15 days before payday. If received by Payroll after the 12th of any month, I understand that this cancellation cannot be guaranteed to be effective until the following month.

Signature _____ Date _____ Phone#/Email _____
(This form will not be processed without your signature)