SALARY DEPOSIT REQUEST

Payroll Department
101 James M. Elliott Building
120 S. Burrowes Street
State College, PA 16801
Employer I.D. No. 24-6000376

COMPLETE ENTIRE FORM / SIGNATURE REQUIRED. **Please print legibly or type all information except signature.** **Prior to completing this form, read "Authorization Agreement for Net Pay Deposit," below.** For additional information, see the instructions for *Salary Deposit Request* on ***GURU***.

EMPLOYEE	Nine Digit PSU-ID #	Last Name	First Name	Middle Name	Suffix

Office Address (include Campus Location)

Type of Payroll ☐ **Monthly** ☐ **Wage** ☐ **Regular Biweekly**

Bank Name

SELECT ONLY ONE TYPE OF ACCOUNT BELOW:

☐ **CHECKING - A CHECK WITH YOUR NAME AND ADDRESS MUST BE MARKED "VOID" AND SUBMITTED.**

☐ **SAVINGS - Savings Account No.** _____ **Bank's Routing Transit No.** _____ **(must be 9 digits in length)**

☐ **PAPERLESS CHECKING - Account No.** _____ **Bank's Routing Transit No.** _____ **(must be 9 digits in length)**

Pay date on which deposit starts _____

Employee Signature **Date**

Penn State University can no longer send a direct deposit (ACH) transaction to a foreign bank account. If you do not have a domestic bank account for your payroll/travel reimbursements, travel advances, flex benefits reimbursements and group meal reimbursements then you must open a bank account at a US bank. The University assumes no liability for direct deposit (ACH) transactions that are returned due to the fact that the account receiving the direct deposit is identified by the receiving financial institution as a foreign bank account.

All Penn Sate employees are eligible to contribute funds to the University's tax deferred annuity plan. Additional information about the tax deferred annuity plan is available on the Employee Benefits web page at http://ohr.psu.edu/benefits/retirement/supplemental-retirement/ or by phone at (814) 865-1473.

AUTHORIZATION AGREEMENT FOR NET PAY DEPOSIT

Effective 11-01-93, all newly hired employees MUST have their salary directly deposited.

By my signature on the front of this form, I hereby authorize the direct deposit of my salary to the checking account and financial institution represented by the attached voided check, or the savings account and financial institution indicated on the reverse side. Such direct deposits will be made on each succeeding pay day unless I choose to change the agreement by submitting a newly completed form (type of action allowed contingent upon my hiring date; terms specified in above paragraph). Any such notification to the University shall become effective following receipt, after a reasonable opportunity to act on it.

Effective May 1, 2001: In addition to salary deposits, other types of payments, such as (but not limited to) travel reimbursements, travel advances, flex benefit reimbursements, and group meal reimbursements will be deposited.

In the event that the University deposits funds erroneously into my account, I authorize the University to debit my account for an amount not to exceed the original amount of the credit.

This request must be filed by the established payroll cut-off date for which the deposit is to begin or change.