

ASSU/SSE

DIRECT DEPOSIT AUTHORIZATION

We are pleased to offer Direct Deposit of your paycheck. This service is **HIGHLY RECOMMENDED** and the benefits include:

- Eliminates the risk of lost, stolen or forged checks.
- Quicker deposits reduce the risk of overdrafts.
- Deposits are made while you are off campus.

On payday your paycheck will be deposited into your account and you will be able to access your earnings statement on line under *My Account* in the timekeeping system.

EMPLOYEE'S AUTHORIZATION

I authorize ASSU/SSE to initiate electronic credit entries, and if necessary, debit entries and adjustments for any credit entries in error to my account each pay period. I acknowledge that the origination of ACH (Direct Deposit) transactions to my account must comply with the provisions of U.S. law. This authority will remain in effect until I have canceled it in writing.

_____ Checking Account

_____ Savings Account

Date _____

Name of Financial Institution _____

Routing Number _____

Account Number _____

Name (Print) _____

Signature _____