Direct Deposit Authorization

Upon completing this form, submit the signed original to DSU Business Services Office. This authorizes Dixie State University (DSU) and its staff to directly deposit my pay/reimbursement check to the account(s) indicated below *or* cancel/change direct deposit authorization if so indicated. **This form supersedes and voids any prior direct deposit authorization forms.**

PAYEE CLASSIFICATION

- ☐ Employee Payroll (Please attach voided check or bank authorization form)
- ☐ Student or Employee Refund/Reimbursement
- ☐ Vendor

TRANSACTION TYPE (Check all appropriate boxes.)

- ☐ New setup
- ☐ Change financial information
- ☐ Cancellation
- ☐ Change account number
- ☐ Update contact information
- ☐ Change account type

PAYEE IDENTIFICATION

Social Security number or Federal Employer's Identification (FEI) ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ **OR** DSU ID# 0 0 ___ ___ ___ ___ ___ ___			
Name	Phone Number ( )	Email Address (REQUIRED)	
Mailing Address	City	State	Zip Code

FINANCIAL INSTITUTION

Financial Institution Name	City		State
Routing Transit Number ___ ___ ___ ___ ___ ___ ___ ___ ___	Customer Account Number ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___	Type of Account ☐ Checking ☐ Savings	Percent/Amount

AUTHORIZATION FOR SETUP, CHANGES OR CANCELLATION

I authorize DSU to deposit payments to my financial institution electronically. I further understand that DSU will reverse any payments made to my account in error. I also agree to comply with the National Automated Clearing House Association's rules and DSU Policies & Procedures for electronic payments at all times.		
Authorized Signature	Printed Name	Date

Note:

1) After enrolling in Direct Deposit, all funds specified will be deposited directly to your bank account unless this agreement is terminated or amended by written notification.
2) It is your responsibility to notify DSU in writing of any changes to your bank account. Your direct deposit will remain active until you inactivate it with DSU.
3) If funds are direct deposited to your account in error, DSU may initiate a reversal against the account to recover/remove the funds. If such a case arises, you will be contacted prior to the reversal.
4) DSU is not responsible for any bank or overdraft fees charged to your account.
5) Email notification will be provided of the payment posting to your account.
6) Payroll direct deposit will be delayed one full pay period if direct deposit authorization forms do not include either a voided check or bank authorization form.

For vendor or reimbursement questions please contact:
Accounts Payable
Email: losee@dixie.edu
Phone: (435) 652-7606 or (435) 652-7617

For payroll questions, please contact:
Payroll
Email: payroll@dixie.edu
Phone: (435) 652-7611