



Sam Houston State University

A Member of The Texas State University System
Department of Administrative Accounting
PO Box 2027
Huntsville, TX 77341
936/294-1086

Employee - Authorization Agreement for Direct Deposits - (ACH Credits)

Please complete and return signed/dated original to the Administrative Accounting Department. We cannot accept faxed or copied forms.

Name (please print)

Effective Date

Sam ID or Social Security Number

Department

Phone:

Email:

- I hereby request that SHSU Direct Deposit my reimbursement checks to the same account that they have on file for my payroll check.
- I hereby request that SHSU Direct Deposit my reimbursement checks to the account information indicated below.
- I hereby request that SHSU change my current Direct Deposit information to the account information indicated below.

Bank/Credit Union Name

Branch

Bank Address

City/State

Zip

Electronic Deposit Routing Number

Account Number

Type of Account:

Checking

Savings

I certify that the information I provided is correct and that I am an authorized signer or designate of the account provided for direct deposit transactions and am entitled to provide this authorization. I(we) hereby authorize Sam Houston State University (SHSU) to initiate credit entries to that account and financial institution listed above. I (we) further authorize adjusting entries (reversals) to correct errors, if any. This authorization is to remain in full force and effect until SHSU has received written notification from me (us) of its termination in such time and manner as to afford Sam Houston State University and the depository financial institution opportunity to act on it.

I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. Law.

Signature

Date

- I do not wish to take advantage of Direct Deposit at this time and request a printed check each reimbursement.
- I hereby request that SHSU terminate Direct Deposit of my reimbursement to my account.

Signature

Date