



Sam Houston State University

A Member of The Texas State University System

Payroll Office

PO Box 2095

Huntsville, TX 77341

936.294.1909

Authorization Agreement for Direct Deposits

Please complete and return signed/dated original to the Payroll Office.

We cannot accept faxed or copied forms.

Your first check will be available to be picked up at the Bursar's Office. Please provide a picture ID.

Name (please print)

Effective Payroll Date

Sam ID

Department

Phone:

Email:

Please provide a voided check for the intended account(s).

_____ I hereby request that SHSU Direct Deposit my net earnings to the account information indicated below.

_____ I hereby request that SHSU change my current Direct Deposit information to the account information indicated below.

Please check yes if these payments will be forwarded to a financial institution outside the United States: YES

Bank/Credit Union Name

Electronic Deposit Routing Number

Account Number

Type of Account: ____ Checking ____ Savings ____ 1 ____ Priority ____ \$ Amount Percentage

The second account must indicate 100% for distribution as the total remainder of your pay check must go to this account.

Bank/Credit Union Name

Electronic Deposit Routing Number

Account Number

Type of Account: ____ Checking ____ Savings ____ 2 ____ Priority ____ 100% ____ \$ Amount Percentage

I hereby authorize Sam Houston State University (SHSU), to initiate credit entries for Payroll to my account indicated above and the financial institution named above (Depository), to credit the same to such account. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law.

This authorization is to remain in full force and effect until SHSU has received written notification from me of its termination in such time and in such manner as to afford SHSU and DEPOSITORY a reasonable opportunity to act on it.

Signature

Date

_____ I do not wish to take advantage of Direct Deposit at this time and request a printed check each payday.

Signature

Date