



State System of Higher Education

The System Works for Pennsylvania

**Tired of going to the bank or waiting in line to cash your check?
Introduce yourself to Direct Deposit.**

How Direct Deposit works: The State System of Higher Education notifies your Financial Institution electronically of the funds to be deposited on your behalf. Your Financial Institution records this transaction into an account of your choice, creating immediate access on the day of deposit. You receive an earnings statement documenting this payment.

- **It's convenient** - saves you a trip to the bank.
- **It's faster** - most banks post the funds to your account at the beginning of the day's business on payday allowing immediate access.
- **It's safer** - Direct Deposit eliminates the worry of a lost or stolen paycheck.
- **It's confidential** - funds are automatically processed and you can instruct the bank to apply them to your savings or checking account.

Sign up today by completing the form below and contacting your Human Resource Office.

Direct Deposit Authorization

Name _____ **SAP Pernr #** _____

I hereby authorize the State System of Higher Education to **(check one)** ___ Start ___ Change ___ Stop total bi-weekly payroll deduction to the Financial Institution shown below. You may designate any bank, savings and loan association, or credit union in the U.S. that (1) is a member of the Federal Reserve System and (2) accepts electronic funds transfer. Payroll will notify you if the institution you choose does not qualify.

Financial Institution's Name _____

Transit Routing Number _____

Account Number _____

Type of Account _____

Deduction Amount _____

(Checking or Savings)

(Dollar Amount)

Effective with pay date of _____

I have an established account at the Financial Institution indicated above, and authorize the State System of Higher Education to initiate credit entries and to initiate debit entries and adjustments for any credit entries in error to my (our) account(s) indicated above. **I have provided a copy of a voided check** (see attached) solely for the purpose of verifying my account number and the Financial Institution's routing number. My authorization will remain in effect until revoked by me in writing or I terminate my employment with the State System of Higher Education.

Date _____ **Signature** _____

Co-Signature (If Joint Account) _____