

# COLLEGE OF SOUTHERN IDAHO

## Application for Payroll Direct Deposit

Employee Legal Name (Print) \_\_\_\_\_

Employee SSN or ID# \_\_\_\_\_

### Option A: Deposit Payroll into a Single Bank

Account is a      Checking \_\_\_\_\_ Savings \_\_\_\_\_

Direct Deposit Bank Name \_\_\_\_\_

Direct Deposit Bank Routing Number \_\_\_\_\_

Direct Deposit Bank Account Number \_\_\_\_\_

### Option B: Split Payroll Between Two Different Banks or Accounts

Account #1 is a	Checking _____	Savings _____	Percent or	Fixed Amount
Direct Deposit Bank Name	_____	_____	_____	_____

Direct Deposit Bank Routing Number \_\_\_\_\_

Direct Deposit Bank Account Number \_\_\_\_\_

Account #2 is a      Checking \_\_\_\_\_ Savings \_\_\_\_\_

Direct Deposit Bank Name \_\_\_\_\_

Direct Deposit Bank Routing Number \_\_\_\_\_

Direct Deposit Bank Account Number \_\_\_\_\_

Because the Direct Deposit process is done by computer, we must have your bank numbers completely accurate; therefore we are asking that you attach a voided check. If you are unable to provide a check, contact your bank for a form that has their routing number and your account number. **Deposit slips will not be accepted.**

I agree to have my payroll Direct Deposited.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Attach a voided check here.  
Deposit slips not accepted.**

TO: CSI Employees  
FROM: Kim Fultz, Payroll Manager  
RE: Payroll Direct Deposit

CSI employees have the opportunity to have their payroll direct deposited. You will find the “Application for Direct Deposit” on the reverse side of this letter.

There are two options that you can choose. If you choose Option A, your entire net payroll will be put into one account. If you choose Option B, your net payroll can be put into two separate accounts or banks. You can select a percent or you can designate a fixed amount.

If you want your payroll direct deposited every month, complete this form and return it to the Payroll Office. When you sign up for direct deposit for the first time, it takes two pay periods before your payroll is direct deposited. The first pay period is called a “pre-note”. I will transmit your bank account information to the bank and they verify that all the numbers have been input correctly. You will receive a check during the “pre-note” month. On the second pay period, your payroll is deposited and you will receive a “stub”. **It is your responsibility to call your bank each month and confirm that the deposit is in your account.**

You must notify me immediately when you close the account, change banks or change accounts. To start direct depositing to a new bank or a new account you will need to complete a new direct deposit application. Again, you will receive a check during the first month “pre-note” process before your payroll will be deposited.

Please call me at extension 6206 if you have any questions on direct deposit or if you have problems filling out this form.