



## Direct Deposit Authorization

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

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

Employee CSI Email Address \_\_\_\_\_

Only use a home Email address if you do not have a CSI email

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

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

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

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

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

### Option B: Split Payroll Between two Banks

<b>Account #1</b>	Checking _____ Savings	Percent	Or	Fixed Amount
Direct Deposit Bank Name	_____	_____ %		\$ _____

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

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

**Account #2**      Checking \_\_\_\_\_ Savings

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

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

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

**You must attach a voided check or a bank form with the bank routing number and your account number.** Deposit slips will not be accepted.

This Authorization will be ineffect until CSI receives a written notice asking that the direct deposit be inactivated.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Attach a voided check here  
Deposit Slips NOT accepted

TO: CSI Employees  
FROM: Dannette Starr, Payroll Manager

CSI employees are asked to have their payroll direct deposited. You will find the "Application for Direct Deposit" on the reverse side of this memo.

There are two options to choose from:

- Option A - Your entire net payroll will be deposited into one account.
- Option B - Your net payroll can be deposited into two separate banks.  
You can select a percent or you can designate a fixed amount.

Complete this form and return it to the Human Resource Office. Payroll stub information is accessed through [MyCSI](#) on the CSI website. It is your responsibility to check with your bank each month to confirm the deposit is in your account.

You must notify HR or Payroll immediately when you:

- close the account
- \*change banks or
- \*change accounts

\* To change your account to a new bank or a new account you will need to complete a new direct deposit authorization form.

If you have any questions on direct deposit or if you have problems filling out this form please contact on of the following:

Anitia Tatge, [atatge@csi.edu](mailto:atatge@csi.edu) (208) 732-6206  
Ciera Garechana, [cgarechana@csi.edu](mailto:cgarechana@csi.edu) (208) 732-6271  
DannetteStarr, [dstarr@csi.edu](mailto:dstarr@csi.edu) (208) 732-6270