

Direct Deposit Authorization Form INSTRUCTIONS

1. You must complete sections 1 through 3 of the form (unless otherwise noted) – **Please type or print clearly.**
2. Please attach a voided check (**not a deposit slip**) for the requested account, if available.
3. Once completed and signed, submit the form to the Human Resources - Payroll (unless otherwise noted below).
 - a. Student employees must submit the form in person at the Financial Aid Office in order to complete their hiring process.
 - b. International student employees must complete the form at the International Tax Office during completion of their hiring process.

**Human Resources – Payroll
Miles Hall Mail Code 6520
Southern Illinois University
1255 Douglas Drive
Carbondale, IL 62901**

NOTICE TO STUDENTS & EMPLOYEES:

It is the responsibility of the student or employee to ensure that funds have been deposited prior to expending them. If you change banks and/or bank accounts, you must notify Human Resources - Payroll by completing and submitting a new Direct Deposit Authorization Form. Failure to do so may result in a delay in receiving your payment.

If you have questions about how to complete the Direct Deposit Authorization Form, please contact Human Resources - Payroll at (618) 536-3369.