

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. Initial Direct Deposit Form is completed and provided to your department representative who will then submit it along with all hire papers to Human Resources (unless otherwise noted below).
 - a. Student employees must sign the form in person at the Career Development Center 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
Woody Hall Mail Code 6520
Southern Illinois University
900 S. Normal Ave
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.