



**CHEYNEY UNIVERSITY of Pennsylvania**  
 Office of Human Resources  
 1827 University Circle – P.O. Box 200  
 Cheyney, PA 19319  
 Phone 610.399.2058

**DIRECT DEPOSIT AUTHORIZATION FORM**

***How does Direct Deposit work?***

The Pennsylvania 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 may log into the Employee Self Service to see your payroll information.

***Why Direct Deposit?***

- **It's convenient** – Direct Deposit saves you a trip to your financial institution
- **It's safer** – Direct Deposit eliminates the worry about lost or stolen paycheck
- **It's faster** – Most financial institutions post funds to your account at the beginning of the business day on payday, allowing for immediate access
- **It's confidential** – Funds are automatically processed and your financial institution can be instructed to apply them to your savings or checking account.

***How to make a deposit to more than one institution?***

If you desire to make a direct deposit to more than one institution, you must complete this form for each institution. Only one deposit can be made to one account at each institution.

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Employee Name \_\_\_\_\_ Employee ID \_\_\_\_\_

I hereby authorize the Pennsylvania State System of Higher Education to (circle 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 United States that (1) is a member of the Federal Reserve System, (2) accepts electronic funds transfer. Payroll Services will notify you if the institution you choose does not qualify.

Financial Institution Name \_\_\_\_\_

Transit Routing Number \_\_\_\_\_

Account Number \_\_\_\_\_

Type of account \_\_\_\_\_ (Checking or Savings)

Deduction amount \_\_\_\_\_ (Dollar amount)

Effective with a pay date of \_\_\_\_\_

I have an established account at the financial institution indicated above, and authorize the Pennsylvania State System of Higher Education to initiate credit entries and to initiate debit entries and adjustments for my credit entries in error to my (our) account(s) indicated above. I have provided a copy of a voided check 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 Pennsylvania State System of Higher Education.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Co-Signature (If joint account) \_\_\_\_\_