



UNIVERSITY OF SOUTH ALABAMA  
Office of the Vice President for Financial Affairs  
AD 170

MEMORANDUM

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TO: USA Students Employed by the University  
FROM: M. Wayne Davis *M. Wayne Davis*  
SUBJECT: Mandatory Direct Deposit of Paychecks  
DATE: July 1, 2009

Effective October 1, 2009, as a cost-saving measure, the University will require all employees, including student employees, to be paid by direct deposit. Student employees who are not already participating in direct deposit will be required to enroll through Payroll Accounting no later than October 1, 2009. Accounts must be checking or savings accounts established with valid banking institutions, or pay cards issued by University-approved banking institutions. If a student employee is unable to secure an account at an eligible financial institution by this date, an account will be established on behalf of the student at the USA Federal Credit Union. There will be a one-time \$25 share deposit required for opening the account.

A direct deposit enrollment form is provided with this memorandum. This form can also be obtained at the following link:

<http://www.southalabama.edu/financialaffairs/payrollaccounting/directdepositform.pdf>

For additional information concerning this student-employee benefit, please contact the Payroll department.

Attachment



Please read THOROUGHLY before signing

This Authorization Agreement REPLACES previously filed Authorization Agreements

### AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSIT OF PAYROLL CHECKS

Direct deposit of University of South Alabama Payroll checks is available as part of our automated payroll system. Upon your direction, the Payroll Office can deposit your check directly into any bank that is a member of the National Automated Clearing House Association (NACHA).

**NOTE:** USA Payroll requires prenotification of a new deposit arrangement which generally means that the first direct deposit will occur on the second payday after this agreement is received and processed by the Payroll Office. Receipt must meet current Payroll deadlines. Payroll calendars with deadlines may be found at <http://www.southalabama.edu/financialaffairs/payrollaccounting/calendar.html>

- ▶ Name \_\_\_\_\_ J Number \_\_\_\_\_
- ▶ Work Location \_\_\_\_\_ Social Security # (optional) \_\_\_\_\_

I hereby authorize the University of South Alabama to initiate credit entries and to initiate, if necessary, debit entries to adjust for any credit entries made in error to my checking and/or savings account as indicated below. I also authorize the depositories named below to credit and/or debit the same to such account. I understand that it is my responsibility to verify deposits on a per pay period basis before writing checks against these funds and that the University of South Alabama is not responsible for bank errors or bank fees.

This authority is to remain in full effect until the University of South Alabama has received written notification from me of its termination in such time and manner as to afford a reasonable opportunity to act on it, or until I have been notified of the University of South Alabama's or the financial institution's termination of this agreement.

I understand that a new authorization agreement must be completed if I change or close my account(s) listed below or change financial institutions. If any action taken by me results in non-acceptance of the direct deposit by my financial institution, I understand the University of South Alabama assumes no responsibility for processing replacement payment until the funds are returned to the University by my financial institution.

- ▶ Signature \_\_\_\_\_ Date \_\_\_\_\_

Please register your preference on the form below and return it to your Payroll Office.

Please deposit my check as follows:

\*\*\* Please note that this direct deposit form will be applied to all pay frequencies. \*\*\*

Deposit to :       Checking (A VOIDED CHECK MUST ACCOMPANY THIS AGREEMENT)  
                            Savings (Documented proof of account ownership required)

Bank \_\_\_\_\_

Account \_\_\_\_\_

**AND / OR**

Deposit to :       Checking (A VOIDED CHECK MUST ACCOMPANY THIS AGREEMENT)  
                            Savings (Documented proof of account ownership required)

Bank \_\_\_\_\_

Account \_\_\_\_\_

Dollar Amount \_\_\_\_\_