

Direct Deposit Authorization Form INSTRUCTIONS

1. You must complete sections 1 through 4 of the form (unless otherwise noted) – **Please type or print clearly.**
 - a. Section 2 is for current and previous direct deposit participants only.
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 Payroll Office (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.

**Payroll Office – Mail Code 6820
Southern Illinois University Carbondale
108 Miles Hall
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 the Payroll Office 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 the Payroll Office at (618) 453-3392.