

**▶ RETURN THIS FORM TO PAYROLL ◀**

**DIRECT DEPOSIT**

Effective since May 1, 2000 the State of Colorado Fiscal Rules (Rule 9-2) require that all employees be on the Direct Deposit Payroll Program.

Direct deposit takes two (2) pay cycles to implement. The first pay cycle is used as a “test run” for transferring your pay to your bank. The second pay cycle is an actual transfer. During the test cycle period your check is available at the Cashier’s window in the Student Center. Thereafter your earnings statement (pay advice) will be mailed to your CSM department. Complete and return this form with one (1) voided check or a photocopy. **Please notify Payroll Services immediately if you close your bank account. Direct deposit processing against a closed account will delay your pay.**

\_\_\_\_\_ **Enroll** in Direct Deposit (enclose 1 copy of a voided check)

\_\_\_\_\_ **Replace** Current Account (enclose 1 copy of a voided check)

\_\_\_\_\_ **Cancel** my existing Direct Deposit (closed account)

**(Please Print)**

Name: \_\_\_\_\_ Campus Phone: \_\_\_\_\_

**Primary Account: [for balance of check]** Account Number: \_\_\_\_\_

Savings: \_\_\_\_\_ Routing Number: \_\_\_\_\_

Checking: \_\_\_\_\_

Primary Bank Name: \_\_\_\_\_ Bank Phone Number: \_\_\_\_\_

**Secondary Account: [for specific \$ amount]** Account Number: \_\_\_\_\_

Savings: \_\_\_\_\_ Specific \$ Amount: \_\_\_\_\_

Checking: \_\_\_\_\_

Secondary Bank Name: \_\_\_\_\_ Bank Phone Number: \_\_\_\_\_

CSM Department: \_\_\_\_\_ CSM Extension: \_\_\_\_\_

**(Check one)**

\_\_\_\_\_ Undergraduate \_\_\_\_\_ Graduate \_\_\_\_\_ Classified

\_\_\_\_\_ Temp.Classified \_\_\_\_\_ Faculty \_\_\_\_\_ Other

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_