



**DIRECT DEPOSIT
ENROLLMENT AND CHANGE FORM
FORM OSCPXA 01**

Mid-Month or Bi-Weekly

Monthly Payroll

Banner ID# _____

<input type="checkbox"/> ENROLL me in direct deposit		<input type="checkbox"/> CHANGE my direct deposit	
Banner Number	FIRST NAME:	MI:	LAST NAME:
AGENCY OR UNIVERSITY:	WORK E-MAIL ADDRESS:	WORK PHONE NUMBER:	

NAME OF BANK OR FINANCIAL INSTITUTION:

Deposit to my **CHECKING** or **MONEY MARKET** account (*my name is on this account*)

Deposit to my **SAVINGS** account (*my name is on this account*)

I am ATTACHING (*check one and STAPLE HERE*)

a **PHOTOCOPY** of a **CHECK** with my preprinted name and current address

a **CHECK** marked "**VOID**" with my preprinted name and current address

an official **BANK FORM**, certified and stamped by a banking official, which provides my account number and the bank routing number

a **DEPOSIT SLIP** for my savings account **PLUS** the bank routing number shown below:

PLEASE NOTE: Winston-Salem State University will transmit your payment electronically based on the information you have provided. If the payroll transmission fails because you have given Payroll Services incorrect or outdated information, the State can only provide a replacement payment **AFTER** a refund from the financial institution has been received. This can take up to 15 days. It is important that you provide correct account and bank routing numbers. If you change banks or close the account, notify Payroll Services **immediately**. The Department of the State Treasurer has the right to retract and correct payments as necessary. We will process a pre-note to verify your banking information, therefore your **FIRST** payment will be in the form of a **CHECK**. All checks can be picked up in Payroll Services (Eller Hall, Suite 114) between 8am -1pm on payday. After 1pm, checks will be mailed out to the address on file. On the bottom of this form please notate that you have verified your current address.

I acknowledge that electronic payments to the designated account must comply with the provisions of U.S. law, as well as the requirements of the Office of Foreign Assets Control (OFAC). Check one of the following:

*I affirm that, regarding electronic payments the State of North Carolina may remit to the financial institution for credit to the account that I have designated, the entire payment amount **is not** subject to being transferred to a foreign bank account.*

*I affirm that, regarding electronic payments the State of North Carolina may remit to the financial institution for credit to the account that I have designated, the entire payment amount **is** subject to being transferred to a foreign bank account. I understand that any electronic payments that may be remitted to me may be labeled with "IAT" as the standard entry class. I acknowledge that availability of funds credited to the account will be subject to my receiving financial institution's policies and procedures.*

I authorize Payroll Services at WSSU to initiate direct deposit entries each pay period, and if necessary, adjustments for any direct deposit entries in error, to the financial institution and account identified on the attached certification document. I understand and accept the conditions of participation in the direct deposit program. This authority will remain in effect until I cancel it in writing .

I HAVE VERIFIED MY ADDRESS WITH HUMAN RESOURCES TO BE CORRECT **YES (must verify before signing)**

SIGNATURE:	DATE:
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