



MISSISSIPPI STATE UNIVERSITY™

Direct Deposit Authorization

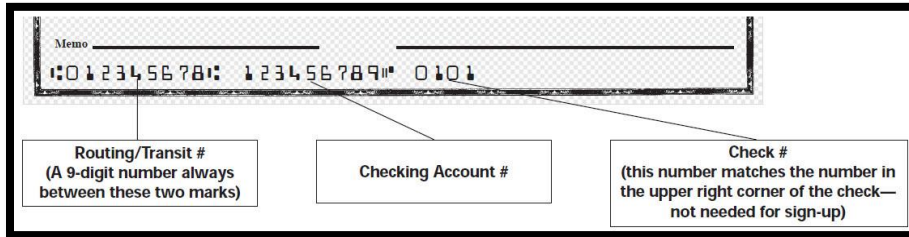
DIRECT DEPOSIT is a safe and easy way to have your pay deposited directly into a checking or savings account at the financial institution of your choice.

Use this form to: Establish New Direct Deposit Change Financial Institution and/or Account Type or Number	Submit this form to: Treasury Services 320 McArthur Hall Mail Stop 9602 FAX: (662) 325-1464
	Mailing Address: Treasury Services P.O. Box 5227 Mississippi State, MS 39762

Questions Regarding Direct Deposit: Contact Treasury Services at (662) 325-2826

Instructions: To enroll in Full Service Direct Deposit, simply fill out this form. Please attach a voided personal check- not a deposit slip. If depositing to a savings account, please attach a statement\letter from your financial institution which includes the financial institution's routing number and your account number. This will help ensure that you are paid in a timely manner.

Below is a sample check MICR line, detailing where the information necessary to complete this form can be found.



EMPLOYEE'S AUTHORIZATION: I authorize Mississippi State University and the financial institution listed below to initiate electronic credit entries, and if necessary, debit entries and adjustments for any credit entries in error to my account listed below. This authority will remain in effect until I have canceled it in writing.

Employee Name: _____ Employee's MSU ID Number: _____
 Business Telephone Number: _____ Cell Phone Number: _____
 Employee Signature: _____ Date: _____
 Department Name: _____ Department Address/Mail Stop: _____

This authorization is to: Establish New Direct Deposit Change Existing Direct Deposit
 Enrollment for: Payroll Deposits and/or Travel Reimbursement

Banking Account Information

Bank Name /City/ State _____
 Routing Transit # _____ Account Number _____
Checking Savings

For Treasury Services Use Only

DDA (03/2019)