

## Texas State University – San Marcos AUTHORIZATION FOR DIRECT DEPOSIT

**Please note:** If you have already submitted direct deposit information, it is not necessary to resubmit unless you wish to change your election or banking information. Thank you.

Transaction Type:    Initial Election of Direct Deposit    Change    Cancellation

Opt Out Option (Reason : \_\_\_\_\_ )  
(PLEASE PRINT or TYPE)

Employee Name: \_\_\_\_\_

Texas State Email Address: \_\_\_\_\_

Texas State ID #: \_\_\_\_\_ Daytime Phone #: \_\_\_\_\_

Bank or Credit Union Name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

ABA Routing # (9 digits): \_\_\_\_\_ Account #: \_\_\_\_\_

Check only one:    Checking Account    Savings Account

By my signature below, I agree to all the terms and conditions of the Texas State Direct Deposit program as stated in university policies. I authorize Texas State to make Direct Deposit payments for both payroll and non-payroll items (such as travel reimbursements) to my account listed above. I further authorize debit entries and adjustments for any credit entries made in error to my account. This authorization remains in effect until the university receives written notification from me of its modification. I understand that changes must be entered online in the SAP Portal "My Bank" tab at <https://ibis.txstate.edu:50001/irj/portal> or submitted to the Texas State Payroll Office before processing begins for that payroll cycle. I agree that if changes occur in my account, *i.e.*, switching account from checking to savings, closing account, changing banks, *etc.* it is my responsibility to go online to the SAP Portal "My Bank" tab at <https://ibis.txstate.edu:50001/irj/portal> or contact the Payroll Office immediately. I cannot hold Texas State responsible for my failure to provide timely notification of such changes.

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

All employees may view or print earnings statements online by logging on to the SAP Production Portal at <https://ibis.txstate.edu:50001/irj/portal>. Earnings information may be available on Texas State's website before the funds are deposited with your financial institution. It is important to verify the electronic deposits with your financial institution before funds are withdrawn.

**Privacy Notice:** State Law requires that you be informed of the following: (1) You are entitled to request to be informed of the information about yourself collected by use of this form (with a few exceptions as provided by law); (2) you are entitled to receive and review that information; and (3) you are entitled to have the information corrected at no charge to you.

Attach your voided check below and return this completed form to the Payroll Office, JCK-582  
If you have questions, please, call the Payroll Office at 245-2543.

***Tape voided check here for checking accounts.***

***Tape copy of account number card for savings.***