

Texas State University – San Marcos

AUTHORIZATION FOR DIRECT DEPOSIT

(Please Print or Type)

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: ☐ Enroll in Direct Deposit
☐ Change of Direct Deposit
☐ Cancellation of Direct Deposit
☐ Opt Out of Direct Deposit

Employee Name: _____

Texas State Email Address: _____

Texas State ID #: _____ Daytime Phone #: _____

Bank or Credit Union Name: _____

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 "Employee self-service", "Personal Information", "Bank Information" tab at <https://ibis.sap.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, changing banks, etc. it is my responsibility to go online to the SAP Portal" tab at <https://ibis.sap.txstate.edu:50001/irj/portal> or contact the Payroll Office immediately. Employees may only cancel their direct deposit agreements in person at the Payroll & Tax Compliance Office. 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 statement online by logging on to the SAP Production Portal at <https://ibis.sap.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 It is important to verify the electronic deposits with your financial institution before funds are withdrawn.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.