

**Texas State University**  
**AUTHORIZATION FOR DIRECT DEPOSIT**  
**(Please Print or Type)**

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 and Tax Compliance 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 and Tax Compliance Office immediately. Employees may only cancel their direct deposit agreements in person at the Payroll and Tax Compliance Office. I cannot hold Texas State responsible for my failure to provide timely notification of such changes.

If your direct deposit will be to a financial institution OUTSIDE the United States, please also complete the Texas State University ACH (Direct Deposit) Payment Destination Confirmation form found on the Payroll and Tax Compliance Office website.

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 and Tax Compliance Office, JCK-516.**

***If you have questions call the Payroll and Tax Compliance Office at 512-245-2543.***

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

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

**Texas State University**  
**ACH (Direct Deposit) Payment Destination Confirmation Form**

**INSTRUCTIONS:** This form is to be filled out by employees who have their payroll direct deposit forwarded to a financial institution outside the United States.

As a U.S. entity, Texas State University is obligated to comply with the requirements of the United States Department of Treasury Office of Foreign Assets Control (OFAC), which oversees payments sent outside the territorial jurisdiction of the United States. This includes automated clearing house (ACH) payments, such as direct deposits.

Effective September 18, 2009, the University is obligated to identify as an "International ACH Transaction" (IAT) any direct deposit of payroll deposits that are (1) made by the University to a financial institution located outside the U.S. or (2) made by the University to a domestic financial institution if that financial institution immediately transfers the full deposit amount to a financial institution outside the U.S. in a "back-to-back" transaction.

Texas State University SAP HR/Payroll system does not allow direct deposits to be sent to financial institutions outside the United States. However, if you have instructions with your U.S. financial institution to immediately wire the *full amount* of the direct deposit to a foreign financial institution, please provide the information requested below and return this form to the Payroll and Tax Compliance Office in JCK 516 or [payroll@txstate.edu](mailto:payroll@txstate.edu)

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           ***Yes, my U.S. financial institution will forward 100% of my payroll direct deposited funds to a country outside of the United States.***

**List Name of Country** \_\_\_\_\_

\_\_\_\_\_  
**Print Employee Name**

\_\_\_\_\_  
**Texas State Id#**

\_\_\_\_\_  
**Email Address**

\_\_\_\_\_  
**Phone Number**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**