

# **Direct Deposit Authorization Form INSTRUCTIONS**

1. You must complete sections 1 through 4 of the form (unless otherwise noted) – **Please type or print clearly.**
  - a. Section 2 is for current and previous direct deposit participants only.
2. Please attach a voided check (**not a deposit slip**) for the requested account, if available.
3. Once completed and signed, submit the form to the Human Resources - Payroll (unless otherwise noted below).
  - a. Student employees must submit the form in person at the Financial Aid Office in order to complete their hiring process.
  - b. International student employees must complete the form at the International Tax Office during completion of their hiring process.

**Human Resources – Payroll  
Miles Hall Mail Code 6520  
Southern Illinois University  
1255 Douglas Drive  
Carbondale, IL 62901**

## **NOTICE TO STUDENTS & EMPLOYEES:**

It is the responsibility of the student or employee to ensure that funds have been deposited prior to expending them. If you change banks and/or bank accounts, you must notify Human Resources - Payroll by completing and submitting a new Direct Deposit Authorization Form. Failure to do so may result in a delay in receiving your payment.

If you have questions about how to complete the Direct Deposit Authorization Form, please contact Human Resources - Payroll at (618) 453-3392.