Logo

Description automatically generated

**Payroll Direct Deposit Authorization**

Last Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Banner ID# or GID: -\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employing Department Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Complete the following section indicating a maximum of three accounts. *Carefully check and double check that the routing and account numbers are correct****.* Please attach a voided check or a print-out from your financial institution providing your account and routing numbers.**

***IMPORTANT!***

**The first payment issued to you will be in the form of a paper check you will pick up in Human Resources’ office (Nopper Building, 920 Technology Blvd, Bozeman, 59718)\*.**

***Financial Institution #1 Name:***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How much of your paycheck do you wish to go into this account? A Flat Amount or % of Pay to Deposit? \_\_\_\_\_\_

Routing Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Account Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is this a checking or savings account? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Financial Institution #2 Name:***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How much of your paycheck do you wish to go into this account? A Flat Amount or % of Pay to Deposit? \_\_\_\_\_\_

Routing Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Account Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is this a checking or savings account? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Financial Institution #3 Name:***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How much of your paycheck do you wish to go into this account? A Flat Amount or % of Pay to Deposit? \_\_\_\_\_\_

Routing Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Account Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is this a checking or savings account? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By signing up for payroll direct deposit, I understand that my net pay will be deposited in the bank account(s) listed above. I understand if I change bank information, I must immediately inform [msupayroll@montana.edu](mailto:msupayroll@montana.edu) about these changes. This authorization will remain in effect until I separate from MSU or I initiate a change. I further understand that my paystub will be available via MyInfo on the MSU website.

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

*\*please alert your department’s Business Operations Manager should you not be able to pick up your paycheck. They will need to work with Human Resources on how best to handle your paycheck.*