DIRECT DEPOSIT PAYROLL
INSTRUCTIONS

New Account for SAU Payroll_____   Change Existing Account with SAU Payroll_____

_____

Your Name   Student ID #

Note: Until a request has been submitted through the QR code or website below, 75% of your gross earnings will automatically be applied to your student account.

Website: southern.edu/wagepercentage

TYPE OF ACCOUNT: (Choose one)   CHECKING _____   SAVINGS_____

✠✠

ATTACH VOIDED CHECK <u>or</u> Write the information below

for the account you wish to use for direct deposit.

Bank Name: _____

Routing #: _____

Account #: _____

The numbers at the bottom of a check identify

your routing and account numbers.

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The account number I have specified above is to be used for the direct deposit of my net payroll earnings, as indicated by the above percentage. Should I need to change the bank and/or bank account number I will give at least one week's notice to the Human Resources office.

_____

Your Signature   Date