

Please read and carefully follow instructions. This form will start, change, or stop direct deposits for all payroll payments received from the University of South Florida. Your direct deposit can only be sent to one account at one financial institution. Completed direct deposit and W-4 forms can be faxed to University Payroll at (813) 974-5084 or mailed to 4202 E. Fowler Avenue, SVC2172, Tampa, Florida 33620-6980. You can also submit the form in person to Human Resources (SVC2172) or University Payroll (SVC0067).

PLEASE PRINT CLEARLY

Last Name:		First Name:	
Employee ID (11-digit GEMS ID): 0 0 0 0 0 0		Campus:	
Work Phone:		Home Phone:	
Department Name:			
REQUESTED ACTION:	Start	Change	Stop
ACCOUNT TYPE:	Checking	Savings	
<p>ATTACHED A VOIDED CHECK OR IF SUBMITTING SAVINGS DEPOSIT, Contact your Financial Institution to obtain an official authorization form.</p> <p>The document that you attach must clearly indicate your account number and your financial institution's routing number.</p>			
Name of your financial institution:			
City:		State:	
Signature:		Date:	

If you are not account owner, Owner must also sign here:

Print Name:	Signature:	Date:
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THIS FORM MUST BE SIGNED AND DATED

AGREEMENT

My signature above authorizes and requests the University of South Florida (USF) to initiate credit entries and if necessary debit entries and adjustments for any credit entries in error, to my account at the financial institution named. This direct deposit is to remain in effect until withdrawn by (a) me in writing with sufficient notice to USF to allow adequate time to effect termination; (b) my death or legal incapacity; (c) the financial institution or (d) USF. Otherwise, it will purge six (6) months after my last wage payment.

NOTE: Please make sure your direct deposit has stopped before closing your account. Otherwise, the funds will be returned to USF and cause a seven (7) to ten (10) day delay before you receive your salary payment.