

Boise State University requires direct deposit for all payroll checks. If a BSU employee does not sign up for Direct Deposit, a U.S. Bank AccelaPay account (VISA debit card) will be opened for that employee, and all wages will be deposited into that account. You can log in to BroncoWeb at <http://broncweb.boisestate.edu> to update your direct deposit information.

AUTHORIZATION AGREEMENT FOR AUTOMATIC PAYROLL DEPOSITS

Employee Name: _____

Employee ID: _____

Social Security Number: _____

Bank / Credit Union: _____

Account Number: _____

Type of Account: Checking _____ or Savings _____

ATTACH VOIDED CHECK

I hereby authorize Boise State University to initiate credit entries, and to initiate, if necessary, debit entries and adjustments for any credit entries in error to the account indicated above. I also authorize the above named depository to credit and/or debit the same to my account. I understand BSU will make every effort to notify me before such action is taken.

This authority is to remain in full force and effect until Boise State University has received written notification from me **two weeks prior to the termination of the direct deposit**. If BSU does not receive two weeks notice, I understand that this will cause a delay in the receipt of my paycheck.

Signature: _____

Date: _____

Please note: New direct deposits require a one payroll, pre-notification cycle before the actual deposit begins, so you will still receive at least one check (possibly two) after this form has been submitted. This pre-notification cycle verifies your bank number, account number, and account type. Changing direct deposit accounts also requires the same pre-notification cycle.

For deposit into a checking account, please attach a **voided check (not a deposit slip)**. For deposit into a savings account, please provide a printed statement from your bank containing your bank's routing number and your account number (Payroll can not process this authorization without printed documentation of those numbers).

Please do not close your account without giving BSU two week's prior notice.

****Students Please Note: Changes made with this form WILL affect funds from Pell Grants, SEOG, LEAP, Direct Loans, Scholarships and other loans and payments.****

You can now view your payroll information on BroncoWeb: <http://broncweb.boisestate.edu/>

Please return to: 1910 University Drive • A-218 • Boise, ID • 83725-1265
Phone: 208-426-1616 • Fax: 208-426-3100