Student Payroll Direct Deposit Authorization

This is your opportunity to sign up for direct deposit of your student payroll. No more misplaced payroll checks! Instead of a check you will receive an e-mail voucher, which will show all the information that previously was listed on the check stub. Your money will be deposited directly into your bank account no later than the day of payroll and may be in your account the day before. You can also designate a portion or all of your payment to go toward your tuition (if you have a balance due). Sign up today! It's easy!
Fill in the information below, **attach a voided check or check copy** to this form and return it to: Saint Mary's University of MN, 700 Terrace Heights #5, Winona, MN 55987.

Contact Paul Wildenborg at 507-457-1442 or at pwildenb@smumn.edu if you have any questions.

Attach voided check or check copy here. If you choose to use a savings account, please contact your bank for a routing number and account number.

I authorize Saint Mary's University of Minnesota and/or the financial institution listed below to initiate electronic credit entries, and if necessary, debit and adjustments for any credit entries in error to my account. This authority will remain in effect until I have canceled it in writing.

NAME (PLEASE PRINT) SOCIAL SECURITY NUMBER

SIGNATURE DATE

I would like my voucher sent to: _____
(e-mail address)

Tuition Account: I would like _____% (percentage) or $ _____ (flat amount) of each payroll directed to payment on my tuition.

Due to Federal regulations, if you do not have an amount due on your tuition account, the payroll will revert to either a paper check or, if you complete the following information, go to your bank as directed below.

Bank Account: The remaining amount will be deposited into my: ☐ Checking Account ☐ Savings Account

_____

FINANCIAL INSTITUTION BRANCH

CITY STATE PHONE NUMBER OF FINANCIAL INSTITUTION

I:										:I

TRANSIT ROUTING NUMBER

ACCOUNT NUMBER INFORMATION

Students on campus, please complete and return to Campus Box 5