



COLORADO STATE UNIVERSITY - PUEBLO DIRECT DEPOSIT

In accordance with the State Fiscal Rule Chapter 2, Section 9.20 and 9.40, effective March 1, 1988, all employees on Colorado State University - Pueblo Payroll System shall be on Direct Deposit. There shall be **NO EXCEPTIONS** to this rule. Please complete this form and **attach a VOIDED check or information from the banking institution and return to the Human Resources department.**

TO: Payroll Office

FROM:

Name

Personal Identification Number

Address

City

State

Zip

I am officially requesting that my payroll check be deposited directly to:

Name of Institution

Routing Number

Account Number

_____ Checking Account

_____ Savings Account

_____ I have attached a VOIDED check or banking information to verify this information.

_____ I would like to have my first check direct deposited. I understand that if there is not a voided check or information from the bank, and the information is incorrect on this form, I will need to wait for the monies to be returned to the payroll office before the check will be reissued.

Signature

Date