



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

DATE: _____

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

Name of Institution

Street Address

City State Zip

Account Number

_____ Checking Account

_____ Savings Account

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

Signature

Date