

Appalachian

STATE UNIVERSITY.

Automatic Deposit Form

Federal Advisory for International ACH (Automated Clearing House) Transactions: Employees who forward the **entire amount** of their ASU pay to a bank in another country (after having it direct deposited by ASU into a US bank) must notify Payroll at (828) 262-6422, per the Office of Foreign Assets Control (OFAC) of the US Treasury Department.

I acknowledge that electronic payments to the designated account must comply with the provisions of U.S. law, as well as the requirements of the Office of Foreign Assets Control (OFAC). You **must** check one of the following:

I affirm that the entire amount of any direct deposit payments made by Appalachian State University to the financial institution and account that I have designated: **are not subject to being transferred to a foreign bank account.**

I affirm that the entire amount of any direct deposit payments made by Appalachian State University to the financial institution and account that I have designated: **are subject to being transferred to a foreign bank account. I also understand that the University may elect to remit future payments to me via paper check instead of electronically.**

All ASU employees are required to have their payroll check deposited to the bank or financial institution of their choice within the United States. Automatic deposit may be made to the employee's checking, savings, or money market account.

For automatic deposit to be made to your checking account, complete this form, attach a blank check, and write the word "VOID" across it. For direct deposit to be made to your savings or money market account, complete the form and furnish both your bank routing number and your account number.

If an employee terminates employment with ASU but resumes employment at a future date, it will be necessary to sign up once again for automatic deposit by completing a new automatic deposit form and submitting it to the Office of Human Resource Services if a staff or faculty employee or Student Employment if a student employee.

*****Please note:*** Due to payroll/bank deadlines, we recommend you report changes by the 9th to see the effect on the next check. We will continue to process all direct deposit changes, however, any forms received after the 9th are not guaranteed to be effective for your end-of-month paycheck. We also recommend only closing your old bank account AFTER you have received one monthly payment to your NEW account.

Employee Name: _____

Home Mailing Address: _____

Name of Bank: _____

Type of Account: (Check One):

NOTE - Attach VOIDED check or bank document displaying account and routing numbers

Checking Account #: _____ Routing #: _____

Savings Account #: _____ Routing #: _____

Money Market Account #: _____ Routing #: _____

I hereby authorize Appalachian State University to deposit my payroll check with the bank indicated above. (If you change back accounts from that indicated above, you will be required to immediately fill out this form with your new account information. Waiting period(s) outlined above will again apply.)

Signature

Social Security Number

Department

Date