

Appalachian State University

Multiple Bank Direct Deposit Signup/Change Form

All Appalachian State University employees/students should have checks automatically deposited to the bank or financial institution of their choice within the U.S.A. Automatic deposits can be split to multiple banks and accounts to meet your banking needs. This can be to checking, savings, or money market accounts. For automatic deposit to be split to multiple accounts, complete this form, attach blank checks and write the word "VOID" on the checks. For an automatic deposit to be made to your savings or money market account, complete the form and furnish both your **bank routing number** and your savings or money market account numbers.

REQUIRED INFORMATION

Please Print In Black Ink Only

Employee/Student Name _____

Social Security Number _____

Please complete all sections of this form. Retain a copy of this form for your records. Return the original to:

**Human Resources
ASU Box 32010
Boone, NC 28608**

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). 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.

If an employee using this service terminates employment with Appalachian State University and is reinstated at a later date, it will be necessary to re-enroll for this service if their banking information changes.

***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.*

New Enrollment _____ **Change** _____

COMPLETE TO ENROLL OR CHANGE ENROLLMENT IN DIRECT DEPOSIT – Please Print In Black Ink Only

Bank Check Routing Number	Bank Account Number	Type of Account	Financial Institution ("Bank") Name	Deposit Type (check one):	Change My Deposit Amount to:
		Checking Savings		_____% of Net ^ Specific Dollar Amount \$ _____	_____% of Net ^ Specific Dollar Amount \$ _____
		Checking Savings		_____% of Net ^ Specific Dollar Amount \$ _____	_____% of Net ^ Specific Dollar Amount \$ _____

Please attach one of the following for Checking or Savings accounts (check one):
 Voided check with name imprinted (no starter checks)
 Bank letter or specification sheet (the signature of your local bank representative **MUST** be included)

NOTE: Digital or Electronic Signatures Are Not Acceptable

I hereby authorize Appalachian State University to deposit into the bank accounts specified above. My signature below indicates that I am agreeing that I am the accountholder to authorize direct deposits into the named account.

Signature

Social Security Number

Department

Date

*Please complete multiple forms if more than two splits are requested. Note last financial institution listed will have remainder of funds deposited into that account.

Don't Forget to Attach Your Voided Check!