

# Payroll/Travel Deduction Direct Deposit Authorization Form



Fort Valley State University  
Accounting Services

1005 State University Drive  
Fort Valley, GA 31030  
Phone: (478) 825-6225 / 6303  
Fax: (478) 825-6977

[http://www.fvsu.edu/about\\_fvsu/business\\_finance](http://www.fvsu.edu/about_fvsu/business_finance)

**EMPLOYEE'S AUTHORIZATION:**

I hereby authorize Fort Valley State University (FVSU) and the financial institution listed below to initiate electronic entries to my checking and/or savings account(s). This authority will remain in effect until FVSU is notified in writing to cancel my direct deposit authorization in such time as to afford FVSU and the financial institution a reasonable opportunity to act on the cancellation.

**- PLEASE COMPLETE AND RETURN TO PAYROLL/ACCOUNTS PAYABLE -**

Employee Name:

Employee ID:

OR Employee Last 4 Digits of SSN:

Name of Financial Institution:

Address of Financial Institution:

*(Please include City, State and Zip Code)*

**PRIMARY ACCOUNT**

Routing Number:

Account Number:

Checking Account       Savings Account

*(Please indicate checking or savings account)*

**FOR ADDITIONAL ACCOUNT**

Routing Number:

Account Number:

Checking Account       Savings Account

*(Please indicate checking or savings account)*

**IMPORTANT: FOR ACCURATE POSTING, PLEASE ATTACH A VOIDED CHECK OR DEPOSIT SLIP**

Fort Valley State University (FVSU) reserves the right to cancel the direct deposit service for an employee's particular payroll/travel pay cycle under the following circumstances:

1. Upon termination of employment from the University.  
*(This is to ensure that all procedures related to termination will be properly completed).*
2. During audit periods that require an employee to be physically present to sign for his/ her payroll/travel check.
3. When an employee has not fulfilled financial obligations to the University.

Special Instructions:

Signature:

Date:

Authorized by:

**Internal Use Only**

Amount Paid	Check No.	Date

**ALL ACCOUNTS REQUIRE A PRENOTE PERIOD TO VERIFY BANKING INFORMATION**