



Direct Deposit Authorization

This form may be used by TSU employees to receive payments from TSU by direct deposit or to change/cancel existing direct deposit information

Transaction Types

Section 1	<input type="checkbox"/> New Setup	<input type="checkbox"/> Change account type
	<input type="checkbox"/> Change financial institution	<input type="checkbox"/> Cancellation
	<input type="checkbox"/> Change account number	

Employee Identification

Section 2	TSU ID Number or Social Security Number (SSN)		Mail Code <i>(If not known, leave blank.)</i>	
	Payee Name:		Phone Number: Ext.	
	Mailing Address:	City:	State:	ZIP Code:

New Account Information (Attach a voided check or bank account verification document)

Section 3	Banking Institution Name:		City:	State:
	Routing Transit Number	Customer Account Number <i>(maximum 17 characters)</i>		Type of Account <input type="checkbox"/> Checking <input type="checkbox"/> Saving
	Banking Representative Name <i>(optional)</i>		Banking Phone Number <i>(optional)</i> Ext.	
	<input type="checkbox"/> I wish to deposit \$		<input type="checkbox"/> I wish to deposit ENTIRE NET amount:	

Second Account Information (Attach a voided check or bank account verification document)

Section 3	Banking Institution Name:		City:	State:
	Routing Transit Number	Customer Account Number <i>(maximum 17 characters)</i>		Type of Account <input type="checkbox"/> Checking <input type="checkbox"/> Saving
	Banking Representative Name <i>(optional)</i>		Banking Phone Number <i>(optional)</i> Ext.	
	<input type="checkbox"/> I wish to deposit \$		<input type="checkbox"/> I wish to deposit ENTIRE NET amount:	

Existing Account Information (Changes/Cancellations Only)

Sec 4	Routing transit number <i>(9 digits)</i>	Customer account number <i>(maximum 17 characters)</i>	<input type="checkbox"/> Checking <input type="checkbox"/> Saving

International Payments Verification (Required)

Sec 5	Will these payments be forwarded to a financial institution outside the United States? If "YES," also complete the ACH (Direct Deposit) Payment Destination Confirmation (Form 74-227). <input type="checkbox"/> YES <input type="checkbox"/> NO		

Authorization for Setup, Changes or Cancellation/Decline (required)

Section 6	I authorize Texas Southern University to electronically deposit my payments to my financial institution. I understand that Texas Southern University will reverse any payments made to my account in error. I further understand that Texas Southern University will comply at all times with the National Automated Clearing House Association's rules. (For further information on these rules, please contact your financial institution.)		
	Authorized Signature:	Printed Name:	Date:

For Payroll Use Only

Entered by:	Verified by:	Entry Date:

Instructions for Direct Deposit Authorization

You have certain rights under Chapters 552 and 559, Government Code, to review, request and correct information we have on file about you. To request information for review or to request error correction, use the contact information on this form.

SECTION 1: TRANSACTION TYPE

Select the appropriate transaction type(s).

SECTION 2: EMPLOYEE INFORMATION

Complete the information required - your name, TSU ID or SSN, phone number where you can easily be reached and mailing address.

SECTION 3: NEW ACCOUNT INFORMATION

Complete the information required - each item must be provided to assure proper distribution of your funds. Financial Institution Name (bank or other), the city and state your account is based in, routing number from your check*, account number from your check, account type, the amount (if a specific amount is desired.)

* IMPORTANT - Your direct deposit routing/account information may be different from the information printed on your checks. It is recommended that you contact your financial institution to confirm your direct deposit information for this document. **Attach a voided check or bank document for verification.**

SECTION 3: SECOND ACCOUNT INFORMATION

Same as instructed above, please complete all information required. This second account is an OPTION and must be 100% of the remaining balance of your payment.

SECTION 4: EXISTING ACCOUNT INFORMATION (CHANGES ONLY)

Indicate routing number, account number, and account type.

SECTION 5: INTERNATIONAL PAYMENTS VERIFICATION (REQUIRED)

Select **YES** or **NO** to indicate if payments will be forwarded to a financial institution outside the U.S.

Note: If **YES**, the payee must also complete the ACH (Direct Deposit) Payment Destination Confirmation (Form 74-227)

SECTION 6: AUTHORIZATION FOR SETUP, CHANGES, CANCELLATION/DECLINE (REQUIRED)

Original signature of the payee is required. Enter or print the name of the payee. Enter or print the date the form was signed.

QUESTIONS?

TSU Employees: Contact payroll staff at payroll@tsu.edu or by calling 713.313.4358.



Direct Deposit Fast Facts

Prenote Requirement

A new direct deposit setup or a change to an existing setup that involves a new account number, routing number or name change requires a prenote test run. A prenote test run takes place during the first payroll after data entry of the banking information.

Live Check

During the prenote test run, a live check is issued. The Payroll Department sends an ACH file to the bank that includes a \$0 net check along with the bank information. Your bank(s) will review the information and verify that the name on the account, the account number and routing number are correct.

Passing Prenote

If the banking information passes the prenote test, the direct deposit will take effect on the next (second) pay check issued.

Failing Prenote

If there is an issue, a response is sent back to the Payroll Department. The Payroll Department will terminate the setup if the employee's name is not on the account or if the account number is incorrect. Banks sometimes send corrected routing numbers and if one is sent back, the Payroll Department will correct the routing number.

NOTE: if there is a correction, the correction will also go through a prenote test on the next payroll run. This means your direct deposit setup could take 3 pay periods before electronic deposit of funds.

Live Check Pickup

On pay day, the live check is available for pickup at the Bursar's Office located in the Bell Building. If the check is not picked up by 5 p.m. on pay day, it will be mailed to the mailing address you have on file with Human Resources. It is imperative that all employees maintain an up-to-date mailing address on file with Human Resources.