



Mandatory Direct Deposit Authorization

Please fill out and return to the address listed for your Campus

SD Board of Regents policy mandates that all payroll payments to employees must be made by direct deposit. To set up direct deposit, complete the form below and return it to your Human Resources Office. If the form is not returned to HR within that time period, you will be required to pick up your payment at the designated disbursement office on your campus, and must bring your bank information with you at that time. If you are making a change to your direct deposit, either changing accounts or changing banks, you must provide a new form to the Payroll Office at least 10 days before you close your current direct deposit account.

Direct deposit information must be for banking institutions for a savings or checking account only. Employees can have more than one payroll account. If you split the deposit into multiple accounts, you can designate a dollar amount or percent of the remainder. The last priority account must have 100% tied to it rather than an amount to ensure that the remaining balance of your net wages is accurately deposited into an account. That account will also be used for your accounts payable reimbursements.

When updating your account information, always complete the form with every account. Account information will be updated as the form represents. If you are changing or adding an account, all accounts must be represented.

Name (please print)

Banner Id (ex. A00000001)

Campus Address

Today's Date

Please attach a voided check(s) to this authorization.

Payroll Payments or Both Payroll and Non-Payroll Payments

(If there are multiple accounts, your Non-Payroll deposits will go to the account with the last priority and 100%)

Bank Name/Location	Routing Number	Account Number	Account Type (C=Checking; S=Savings)	Priority	Amount or Percent
				1	

Non-Payroll Payments

Bank Name/Location	Routing Number	Account Number	Account Type (C=Checking; S=Savings)	Priority	Amount or Percent
				0	100%

I authorize the South Dakota Board of Regents to initiate direct deposit of payroll and non-payroll payments into the depository(ies) which I have indicated above, and to initiate any debit or credit entries to my account that may be needed to correct any errors that may occur. Any change to this authorization must be in writing.

EMPLOYEE SIGNATURE: _____

Black Hills State University, 1200 University St Unit 9568, Spearfish, SD 57799

