

REQUIRED: Attach voided check here.



**FORT HAYS STATE  
UNIVERSITY**

*Forward thinking. World ready.*

## Student Payroll Distribution by Direct Deposit

Fort Hays State University  
Student Employment Office  
207A Picken Hall, 600 Park Street  
Hays, KS 67601  
Phone: 785-628-5227  
FAX: 785-628-4014

### Authorization for Direct Deposit of Student Employee Pay

(Please print or type all information)

#### EMPLOYEE INFORMATION

DEPARTMENT ID	EMPLOYEE ID	SOCIAL SECURITY NO.	NAME (Last, First, MI)
246-00	N.A.		

#### SECTION A: ENROLLMENT OR CHANGE AUTHORIZATION

(Complete this section for new enrollments, financial institution or account changes.)

SELECT ONE: ☐ New Enrollment ☐ Account Change

EFFECTIVE DATE	
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#### FINANCIAL INSTITUTION INFORMATION

BANK NAME	
CITY	

BRANCH			
STATE		ZIP	

#### ACCOUNT DISTRIBUTION DATA

International ACH Bank ☐ If the direct deposit may result in the transfer of funds to a financial agency outside the United States, please check the International ACH box.

ACCT TYPE	O Checking	TRANSIT #		% NET PAY	
	O Savings				100

I authorize the State of Kansas to initiate accounting transactions to deposit my employee pay directly to the account indicated above and to correct any errors which may occur from these transactions. I also authorize the Financial Institution to post these transactions to the account. This authorization is voluntary, may be canceled or modified at any time, and is to remain in force until the State of Kansas receives written notice from me to cancel or change this authorization.

Employee Daytime Phone Number

Employee Email Address

EMPLOYEE SIGNATURE

DATE

\*\*\*Contact the Student Employment Office at 628-5227 immediately if you cancel or change an account\*\*\*

\*\*\*You may fax this completed form and voided check or deposit slip to Student Employment Office at 628-4014 \*\*\*

#### SECTION B: CANCELLATION

(Complete this section to cancel the Direct Deposit Authorization.)

EFFECTIVE DATE	
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I hereby cancel the authorization for the State of Kansas to originate direct deposit entries to my checking/savings account.

EMPLOYEE SIGNATURE

DATE