



The Research Foundation of SUNY Upstate Medical University
DIRECT DEPOSIT OF SALARY ENROLLMENT FORM



Instructions:

- To Enroll:** Read the back of this form, mark the **new** box and **complete Section 1**, **Sign** the form and, if applicable, **obtain the signature** of your joint account holder, **Verify** all banking information with your financial institution, and **Attach a voided check (containing your printed name and account number) to the form.**
 A separate enrollment form must be completed for each account you wish to have a direct deposit to.
- To Cancel:** To cancel a direct deposit account, mark the **cancel** box, provide your name, Social Security number, account number and account type in Section 1, then sign and date the form in Section 2.
- To Change:** To make a change to a current direct deposit account, mark the **change** box and complete Section 1.

Type of Transaction: **NEW** **CHANGE** this account information **CANCEL** this account

SECTION 1 (To be completed by employee.) Please Print!

Employee Name (Last, First, MI)	Social Security Number: <div style="text-align: center;"> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> - <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> - <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> </div>
Telephone Numbers: Home: _____ Work: _____	Changing Financial Institutions: (if changing banks, please check box): <input type="checkbox"/> Stop Old Bank Immediately – this will produce a break in direct deposit of usually 1 pay period (ie, you will receive 1 paper paycheck) while the new banking information is verified (pre-note mode). <input type="checkbox"/> Keep Old Bank Open until New Bank is Active – this will enable you to remain in direct deposit continually. Please be sure to keep the old account open until you have verified that your new direct deposit information has been processed correctly.
Campus: <div style="text-align: center;"> The Research Foundation of SUNY Upstate Medical University </div>	Do you have Multiple Direct Deposits?: <input type="checkbox"/> YES <input type="checkbox"/> NO Priority of this Direct Deposit: Please choose a value between 1 and 6. The lower number will be deducted first. If you have only one direct deposit, circle number 6. <div style="text-align: center; font-size: 24px; margin-top: 10px;"> 1 2 3 4 5 6 </div>
Direct Deposit Options: (Select One Per Enrollment Form) Check One: <input type="checkbox"/> Deposit a fixed amount of \$ _____ (i.e., \$100.25) <input type="checkbox"/> Deposit _____ percentage of net pay (full percentages only, i.e., 25%) <input type="checkbox"/> Deposit net pay or excess of net pay after previously selected direct deposits	Account Type: (Select One) <input type="checkbox"/> Checking <input type="checkbox"/> Savings <div style="background-color: yellow; padding: 2px; text-align: center; font-size: 12px; margin-top: 5px;"> Please attach a pre-printed voided check or account statement that lists all holders on the account and the account number. </div>
Name & Address of Financial Institution: (Branch Location)	Account Number: (Please VERIFY with your Financial Institution!) [The above named employee MUST appear on the account.] <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>
Bank Routing Number: (Contact your Financial Institution for this information) <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	

Depositor (Employee) Certification

I certify that I have read and understood the back of this form, including the authorization for recovery.
 By signing this form, I authorize my salary payment to be sent to the financial institution named and to be deposited to the designated account.

Signature:	Date:
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Joint Account Holder Certification

I certify that I have read and understood the back of this form, including the authorization for recovery.

Signature:	Date:
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SECTION 2 (To be signed by employee or operations manager/delegate to CANCEL direct deposit).

VOLUNTARY: Employee

INVOLUNTARY: Operations manager or delegate

Signature:	Signature:	Date:
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PLEASE READ THIS CAREFULLY

The information on this form is confidential and is required to process payment data from the Research Foundation of SUNY to the financial institution and/or its agent. Failure to provide the requested information may delay or prevent receipt of payments through the direct deposit program.

Authorization to Recover Funds Deposited in Error:

By signing this form, you and each joint account holder (if applicable) consent to allow the Research Foundation, through the financial institution, to debit the account (upon notice to you and any joint account holders) and to use any other lawful means to recover any salary payments to which you are not entitled.

Multiple Direct Deposits:

Employees may choose up to six direct deposits. A Direct Deposit of Salary Enrollment Form must be completed for **each** direct deposit option. It is the responsibility of the employee to clearly indicate and monitor the priority of their direct deposits.

Cancellation of Direct Deposit:

Pay will be directly deposited until direct deposit is canceled by the financial institution, the Research Foundation, or the employee.

Cancellation by the Financial Institution: The financial institution receiving the direct deposits may cancel direct deposit. The institution must provide you and your campus payroll office 30 days written notice of the cancellation. The cancellation will not take effect until it is processed by the Research Foundation.

Cancellation by the Research Foundation: Direct deposit will be canceled on the effective date of any of the following:

- termination of employment (final payroll check **will** be direct deposited, vacation payoffs **will not** be direct deposited)
- change of financial institution or account information
- change to ineligible status
- change to inactive status.

Cancellation by the Employee: You may stop participating in direct deposit at any time by notifying your campus payroll office and completing a new Direct Deposit Enrollment Form. On a new form, check the Cancel box, fill in your name, Social Security number, account number and account type, then sign and date the form under voluntary cancellation. The cancellation will not take effect until it is processed by the Research Foundation.

Change in Financial Institution:

- To change the Financial institution to which you would like to deposit funds you must first **cancel** your previous deposit (see above), then complete a **new** enrollment form to start direct deposit with the new Financial Institution. You should maintain accounts at both financial institutions until the new institution receives your initial direct deposit payment. If the account at the first Financial Institution is not maintained, you may experience a delay in payment if there is an error in processing the new direct deposit form.
- Please choose the *Changing Financial Institutions* processing action on the front of each form when changing accounts. *A change in financial institution will normally cause direct deposit to terminate and it will take at least two payroll periods for the new direct deposit to start.* You can avoid dropping out of direct deposit by selecting the proper box and maintaining both accounts until the new direct deposit starts.

Your Responsibilities:

- You are responsible for verifying (with your bank) the accuracy of your bank account number when your enrollment form is completed and confirming (with your bank) that your net pay deposit is in your account on the first payday when you receive your direct deposit statement. If the information on the statement is incorrect (for example, if the account number to which funds have been deposited is incorrect), you must notify your campus payroll office immediately.
- You are responsible to verify that your direct deposit has occurred each pay day. Please note that direct deposit is not guaranteed and it is your responsibility to verify the availability of funds in your accounts.
- You are responsible for notifying the payroll office if a direct deposit did not occur.
- You are responsible for notifying the payroll office if your account number changes. If so, you must complete a new Direct Deposit Enrollment Form to reflect the change.
- You must notify your campus payroll office if your bank account has been closed. You must complete a Direct Deposit Enrollment Form to **cancel** that direct deposit (see above for cancellation instructions). If you wish to continue direct deposit to another account, you must complete a new enrollment form.
- You are responsible for payment of any charges that may be incurred against your account as a result of direct deposit.
- You must repay the Research Foundation of SUNY if an overpayment occurs as the result of direct deposit. Your pay may be delayed as the result of an error in direct deposit, so you must notify your campus payroll office immediately when you become aware of an error. By signing the Direct Deposit Enrollment Form, you give the Research Foundation of SUNY authorization to retrieve funds from your bank account in order to collect funds to which you were not entitled.

Miscellaneous:

- Direct Deposit will normally start two pay periods after you submit a completed enrollment form to the Research Payroll Office.
- On the first pay period that direct deposit information is loaded into our computer system, you are in a **pre-notification** mode. During this pay period you will receive your normal paycheck **and** a pre-notification deposit statement will be mailed to the address on file. This statement will have '0.00' listed as the amount deposited (since direct deposit has not started yet). Please contact the payroll office if you detect an error (note: only the last 4 digits of your account number will show on the direct deposit statement).
- Your funds should be deposited to your account on payday. Please check with your financial institution for more information regarding when your funds will be available to you.
- Once direct deposit starts, you will receive a Direct Deposit Statement of Payments which will be automatically mailed to the address on file.