

OFFICE OF PAYROLL AND SPONSORED PROGRAMS

Marshall University

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DIRECT DEPOSIT EXCEPTION FORM

Marshall University uses Direct Deposit as the default method for remitting net pay to employees. HRIS Policy and Procedure 135 available on the web at <http://www.marshall.edu/banner/hris> contains information about Direct Deposit. New employees must submit to the Office of Payroll and Sponsored Programs, address above, within the first week of their employment a properly completed Direct Deposit Authorization Form (available from the above office) and a check from their checking account or a deposit ticket from the savings account into which they wish their net pay deposited. Such check or deposit ticket must include the complete institutional routing number and the account number for the institution and account into which net pay should be deposited. Net pay may be split between up to five deposits in up to as many banking institutions. Employees using Direct Deposit receive on payday a statement that provides information on net pay deposited along with deduction information.

Effective July 1, 2003, current employees not using Direct Deposit must convert to it by following the procedure outlined above. If an employee does not wish to use Direct Deposit or cannot use it, this form may be completed and with appropriate signatures submitted to the Office of Payroll and Sponsored Programs, address above. One of the appropriate boxes below must be checked and completed.

1.	<input type="checkbox"/>	I am a new employee at Marshall University, I have relocated to the community, but I have not yet established a local checking or savings account to use for Direct Deposit. I understand that I must establish such an account and submit the account information as outlined above within two months of my date of hire.
2.	<input type="checkbox"/>	I do not have a checking account or a savings account and, therefore, do not have an account into which net pay may be deposited by Direct Deposit.
3.	<input type="checkbox"/>	I seek specific written approval from the Senior Vice President for Finance or his designee to receive negotiable paychecks in lieu of Direct Deposit for compelling reasons that I have discussed with the Senior Vice President or his designee.
Employee Printed Name:		
Social Security Number:		
Employee Signature		
Date Signed:		
Sr. Vice President/Designee Signature (ONLY IF 3 above checked)		
Date Signed:		

DISTRIBUTION: Signed original to Payroll/Sponsored Programs

Copy to employee

C:\Forms\Dir-Dep-Exception-Form