

Send completed forms to Human Resources. DO NOT EMAIL COMPLETED DIRECT DEPOSIT FORMS.
In Person: Town Point Suite 2000 / Fax: 470-578-9174 / Mail: 3391 Town Point Dr, MD#9120, Kennesaw, GA 30144



Direct Deposit Acknowledgement and Enrollment

By signing this form, you agree to the following: "I understand, that as a condition of my employment, I must comply with the Board of Regents policy and enroll in direct deposit within one pay period of being hired or rehired and remain enrolled in direct deposit during the remainder of my employment. I understand that I can apply for an exemption from this requirement as provided by the policy. I understand that if I am not granted an exemption, I may be subject to dismissal. I acknowledge the responsibility of ensuring the accuracy of banking information (i.e. routing/transit numbers, account numbers, etc) before I complete this form or enroll in direct deposit via Employee Self Service."

Board of Regents Required Electronic Transfer of Funds Policy (Section 7.5.1.1): <http://www.usg.edu/policymanual/>
Board of Regents Method of Payment for Compensation (Section 5.3.1): https://www.usg.edu/business_procedures_manual/

Print Name (First Middle Last)

Signature

Date

NOTE: Final net pay account is required for all employees. Partial amount and percent accounts should be listed before net pay account and require an amount or percent, as applicable for deposit type selected.

Account #1	Account #2	Account #3
_____ Routing Number	_____ Routing Number	_____ Routing Number
Checking Saving Account Type	Checking Saving Account Type	Checking Saving Account Type
Amount Percent Net Pay Deposit Type	Amount Percent Net Pay Deposit Type	Amount Percent Net Pay Deposit Type
_____ Amount/Percent, if applicable	_____ Amount/Percent, if applicable	_____ Amount/Percent, if applicable
_____ Account Number	_____ Account Number	_____ Account Number

Account #4	Account #5	Account #6
_____ Routing Number	_____ Routing Number	_____ Routing Number
Checking Saving Account Type	Checking Saving Account Type	Checking Saving Account Type
Amount Percent Net Pay Deposit Type	Amount Percent Net Pay Deposit Type	Amount Percent Net Pay Deposit Type
_____ Amount/Percent, if applicable	_____ Amount/Percent, if applicable	_____ Amount/Percent, if applicable
_____ Account Number	_____ Account Number	_____ Account Number