

# Direct Deposit Application or Cancellation Form (please print)

FOR OFFICE USE ONLY			
Prenote by: _____	Date: _____	PS. disp by: _____	Date: _____
Processed by: _____	Date: _____		

Name: Last (Family) \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Employee or USC ID number \_\_\_\_\_  
(or Social Security number if no USC number)

**Direct deposit** is available for PAYCHECKS (issued by Payroll), and also for REIMBURSEMENTS and FELLOWSHIP STIPENDS (issued by Disbursement Control). You must indicate below how you want each type of check deposited. You may have different instructions for each type of payment.

**FACULTY AND STAFF:** Your paychecks are issued by Payroll Services. Reimbursements are issued by Disbursement Control. If you expect to receive reimbursements, complete both sections of the form.  
**STUDENTS:** All paychecks, including Teaching and Research Assistant "stipends," are issued by Payroll Services. Fellowship stipends for domestic graduate students (U.S. Citizens and Resident Aliens) are issued by Disbursement Control. Complete both sections if you are receiving both types of payments.

**You must complete the Cancellation section before closing any designated direct deposit account. Failure to do so will result in delays making funds available to you.**

## Payroll (Attach voided check for each checking account or deposit slip for each savings account and send completed form to: University Payroll Services, UGB 212, MC 8016)

Deposit my Payroll/NRA Stipend check as follows	Change Existing Payroll/NRA Stipend direct deposit
Institution Name _____	Account Number _____
_____	Type _____
_____	Percentage (whole number only) _____
	<input type="checkbox"/> Checking <input type="checkbox"/> Saving
	<input type="checkbox"/> Checking <input type="checkbox"/> Saving
	<input type="checkbox"/> Checking <input type="checkbox"/> Saving

**Cash Pay (may be combined with Direct Deposit above)** Account Number \_\_\_\_\_ Percentage \_\_\_\_\_  
(leave this field blank if it is for initial setup) (total percentage must equal 100%)

## Disbursement Control (Attach voided check for each checking account or deposit slip for each savings account. If submitting information for both Payroll and Disbursement Control, please send completed form to: University Payroll Services, UGB 212, MC 8016. Otherwise, send to: Disbursement Control, UGB 210, MC 8015 Los Angeles, CA 90089-8015, Fax: 213 740-8799)

**Deposit my Reimbursement/Fellowship stipends as follows**  **Change existing Reimbursement/Fellowship stipends instructions**  **Use payroll information above or current direct deposit information previously submitted to Payroll Services**

Institution Name _____	Account Number _____	Type _____	Percentage (whole number only) _____
_____	_____	<input type="checkbox"/> Checking <input type="checkbox"/> Saving	_____
_____	_____	<input type="checkbox"/> Checking <input type="checkbox"/> Saving	_____
_____	_____	<input type="checkbox"/> Checking <input type="checkbox"/> Saving	_____

Cash pay is not available for Disbursement Control payments (total percentage must equal 100%)

**Payroll Checks:**

- Your first direct deposit or any change in existing payroll direct deposit will take a minimum of 3 to 4 weeks to process due to banking requirements. In the interim, your check or existing payroll direct deposit will continue to be routed as per current instructions.
- Cancellation of direct deposit will be processed upon receipt of a complete and signed form.

**Reimbursement and Fellowship Stipends:**

- Your check will be routed as per current instructions until direct deposit is prenoted by the banks.
- Cancellations of direct deposit take approximately one week to process. Payment will continue to be handled as per current instructions in the interim.

## Cancellation

**Payroll:** Cancel direct deposit of my payroll check, and route my paycheck to my Home Department. *(Payroll Services will not mail paycheck to home address)*

**Disbursement Control:** Cancel direct deposit of my Reimbursement or Fellowship stipends, and mail my check to the address below:

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

**Read statement carefully:** I hereby authorize the University of Southern California to initiate deposits (credits) and/or corrections to the prior deposits (previous credits) to the financial institutions indicated. The financial institution is authorized to credit and/or correct the amounts to my accounts. This authority is to remain in full force and effect until either I revoke it by giving at least 15 days prior written notice to the University of Southern California, University Payroll Services or Disbursement Control, or, upon one full quarter of inactivity or termination of my employment. **X** I understand my first direct deposit application or a change of my existing payroll direct deposit will take a minimum of 3-4 weeks to be in effect. I will notify Payroll Services to cancel my direct deposit prior to closing of my bank account(s). I also understand that my failure to notify Payroll Services prior to closing my bank account(s) may result in a delay in my receiving funds from my paycheck(s).

Signature \_\_\_\_\_ Date \_\_\_\_\_ Phone number or e-mail \_\_\_\_\_ UPS/08-04-2010  
(This form will not be processed without your signature)