

**ST. LAWRENCE
UNIVERSITY**

CHECK DISTRIBUTION

NAME: _____ **SOCIAL SECURITY #** _____

I wish to have my check deposited electronically to the following account (s):

Bank Information:

_____	Checking or Savings _____
Name of Bank	(circle one) Amount/Percent
Bank Routing #	Account#

_____	Checking or Savings _____
Name of Bank	(circle one) Amount/Percent
Bank Routing #	Account#

_____	Checking or Savings _____
Name of Bank	(circle one) Amount/Percent
Bank Routing #	Account#

_____	Checking or Savings _____
Name of Bank	(circle one) Amount/Percent
Bank Routing #	Account#

Note: *If the deposit is to more than two accounts, only amounts (not percentages) may be specified. Flat amounts will be credited to just accounts listed and the remaining balance to the last account listed*

Please select an option for your pay stub distribution:

- | | | | |
|------|-------------------------------|-------|--------------------------------------|
| fo | send to Facilities Operations | ds | send to Dining Services |
| sec | send to Security | usm | send via US Mail |
| pkup | pick up at Business Office | pkup9 | send to Business Office (Sept - May) |
| cmr | send via Campus Mail | cmr9 | send via Campus Mail (Sept - May) |
| can | send to Canaras | | |

Date: _____ **Signature** _____

****National Automated Clearing House Association rules require that your first direct deposit transaction be for bank and account number verification purposes only; it cannot contain financial information. Therefore, after enrolling for direct deposit, you will receive one paycheck which will be available on payday at the Business Office window. Then, all subsequent paychecks will be direct deposited and your pay stub will be distributed according to your selection above.**

Please return to Human Resources or the Business Office.