



# ST. LAWRENCE UNIVERSITY

## Direct Deposit Form

I am a \_\_\_\_ STUDENT \_\_\_\_ STAFF \_\_\_\_ FACULTY \_\_\_\_ VENDOR \_\_\_\_

I would like direct deposit for: \_\_\_\_ Payroll \_\_\_\_ Accounts Payable \_\_\_\_ Both

NAME: \_\_\_\_\_

SLU ID# \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_

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

### BANK INFORMATION

Name of Bank: \_\_\_\_\_ Name of Bank: \_\_\_\_\_

Bank Routing #: \_\_\_\_\_ Bank Routing #: \_\_\_\_\_

Account Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

Checking Account \_\_\_\_ or Savings Account \_\_\_\_      Checking Account \_\_\_\_ or Savings Account \_\_\_\_

Amount: \_\_\_\_\_

Amount: \_\_\_\_\_

Once completed, please email this form to [businessoffice@stlawu.edu](mailto:businessoffice@stlawu.edu)

\*NOTE: If 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.

REMINDER: Your pay advice (direct deposit stub) may be viewed on line at <http://saints.stlawu.edu> via Employee Profile tab.