



DIRECT DEPOSIT AUTHORIZATION AGREEMENT

MUSC - Payroll Department
19 Hagood Ave. - Suite 505
PO Box 250817
Charleston, SC 29425-0817

A. EMPLOYEE NAME: Last:

First:

B. SOCIAL SECURITY NUMBER PAY FREQUENCY TELEPHONE NUMBER
(PLEASE INDICATE ONE)

Bi-weekly Work
Monthly Home

(Required)

C. Type of action: (check all that apply)

New enrollee/re-enrollee Changing account/bank **
Adding 2nd account Changing amount to 2nd account
Adding 3rd account Changing amount to 3rd account

** If you are changing accounts and/or banks, you MUST provide a statement authorizing MUSC to STOP deposit to old account(s).

CHANGES WILL NOT BE MADE WITHOUT THIS STATEMENT

D. Please complete: (do not write account or bank routing numbers)

Table with 3 columns: INDICATE TYPE OF ACCOUNT, BANK NAME, AMOUNT OF DEPOSIT. Rows 1-3 with (Primary Acct.), (Secondary Acct.), (Third Acct.) and (FIXED \$ AMOUNT) labels.

E. ATTACH A VOIDED CHECK, OR COPY OF BANK ACCOUNT CARD. Requests will not be processed without one of these for each account. Handwritten account numbers, ATM cards and deposit receipts are not accepted.

F. I have established an account at the financial institution(s) indicated above and authorize:

- MUSC to deposit my funds via Direct Deposit,
my financial institution to credit my account,
MUSC to initiate and my financial institution to make corrections to my account for any deposits made in error.

I understand that if I close my account, I will not receive a salary payment until my bank returns the funds to the University. The University is authorized to terminate this agreement without notice if legally obligated to withhold any part of my salary. This authorization will remain in effect until MUSC has received written notification from me of its termination in such time and manner as to afford MUSC a reasonable opportunity to act on it. I have read and understand the Direct Deposit Authorization instructions.

Special Note: Please make sure your direct deposit has stopped before closing your account. Otherwise, the funds will be returned to MUSC and cause delay before you receive your paycheck.

DATE: _____

SIGNATURE: _____

INSTRUCTIONS

ADDING OR CHANGING ACCOUNTS:

Please complete the front side according to the instructions listed below:

1. Print name.
2. Fill in social security number, pay frequency (Bi-weekly or Monthly), and phone numbers (home and work).
3. Attach a blank voided check or copy of your account card (not an ATM card). Deposit receipts from the bank and handwritten information on paper can not be accepted.
4. Read Section F, sign and date at the bottom of form.
5. Return the form to the Payroll Department, PO Box 250817, Harborview Office Towers Suite 505, ATTENTION: DIRECT DEPOSIT. The form and deposit slip(s) may be faxed to Payroll at (843) 792-6157.
6. Call the Payroll Department at (843) 792-4931 if you have any questions concerning direct deposits.
7. Allow approximately 2-4 WEEKS FOR PROCESSING. You may view your check stub online at <http://www.musc.edu/hrm/myrecords.htm> at least two days prior to pay day. Please verify the account number(s) on your stub before writing checks.
8. NOTE: FUNDS SHOULD BE AVAILABLE IN YOUR ACCOUNT ON THE ACTUAL PAYDAY AT A TIME DETERMINED BY YOUR BANK(S).

STOPPING DIRECT DEPOSIT

1. If you wish to change or stop a direct deposit, you must notify the Payroll Department in writing at least two weeks before payday. If changing account number and/or bank, you may receive at least one, possibly two paychecks before the deposit starts to the new account/bank.
2. If you have more than one account and you are stopping direct deposit to the primary account, you will need to complete this form to set up another primary account. Deposits to remaining accounts will temporarily STOP until the new primary account is activated.

For more details on stopping direct deposit, contact the Payroll Office at 792-4931.