

The Research Foundation of State University of New York at Buffalo

DIRECT DEPOSIT OF SALARY ENROLLMENT FORM

Directions: To enroll for direct deposit, read instructions and complete the information in Section 1. Sign the form, and if necessary, obtain the signature of your joint account holder. Please be sure to include your account number, account type, as well as the Bank ID/routing number. Return the form to University Human Resources, 120 Crofts Hall, Buffalo, NY 14260. Questions may be directed to HR Customer Service at (716) 645-7777.

Type of Transaction: [] New [] Change [] Cancel

SECTION 1 (To be completed by employee.) PLEASE PRINT

Last Name First Name Middle Initial

Address City State Zip Code

Telephone Number (work): Person #: Last 4 digits of Social Security #

SECTION 2

Primary Account - If you are depositing to more than one account, any excess funds will go to the primary account.

Name of Financial Institution:

Type of Account: (select one) [] Checking [] Savings Amount/Percentage to be deposited:

Account Number: Bank ID/Routing Number:

Additional Account

Name of Financial Institution:

Type of Account: (select one) [] Checking [] Savings Amount/Percentage to be deposited:

Account Number: Bank ID/Routing Number:

Additional Account

Name of Financial Institution:

Type of Account: (select one) [] Checking [] Savings Amount/Percentage to be deposited:

Account Number: Bank ID/Routing Number:

SECTION 3 Depositor (Employee)/Joint Account Holder Certification

I certify that I have read and understand the guidelines associated with this form, including the authorization for recovery. By signing this form, I authorize my salary payment be sent to my financial institution(s) named above and be deposited in to the designated account(s).

PLEASE ATTACH A VOIDED CHECK OR DEPOSIT SLIP. THIS IS REQUIRED FOR PROCESSING YOUR DIRECT DEPOSIT REQUEST.

Employee: Signature Date

Joint Account Holder: Signature Date

SECTION 4 (To be completed by University Human Resources)

I certify that the above named person is an employee of The Research Foundation and is in an employee category eligible to participate in the direct deposit program at this location.

Signature Date