

# DIRECT DEPOSIT FORM

CALIFORNIA STATE UNIVERSITY, LONG BEACH RESEARCH FOUNDATION  
(562) 985-7950

Employee Name \_\_\_\_\_ CSULB ID Number \_\_\_\_\_

Select one:      Initiate Initial Deposit                      Change Existing Deposit  
                         **Cancel** Net Pay Direct Deposit                      **Cancel** Fixed Dollar Direct Deposit

Effective Date \_\_\_\_\_

**Important** - Direct deposits will be stopped/started on the next available payroll unless otherwise specified. New deposits typically require that the first pay period following initiation be considered a "pre-notification" run to make sure the account information is correct. Therefore, that pay period will result in a paper check being cut. If the "pre-notification" deposit is successful, the second pay period following initiation will go directly into your account(s) listed below. If you have multiple direct deposits, please be sure to list the accounts you would like cancelled separately (accounts not listed will not be cancelled).

If you are changing banks or accounts, you must complete this form to stop deposits from going to your old bank/account and complete a new Direct Deposit Form to start direct deposit with your new bank/account. Inactive employment of ninety (90) days will result in automatic cancellation of your direct deposit.

## ACCOUNT INFORMATION (Important: Voided check must be attached to this form)

1. Type of Account:	Checking Account	Savings Account
2. Deposit Directive:	Net Pay (Entire Check)	Fixed Amount \$ _____
Financial Institution Name:	_____	
Account Number:	_____	Routing Number: _____
Address:	_____	
Phone Number:	_____	

1. Type of Account:              Checking Account                      Savings Account  
2. Deposit Directive:              Net Pay (Entire Check)                      Fixed Amount \$ \_\_\_\_\_  
Financial Institution Name: \_\_\_\_\_  
Account Number: \_\_\_\_\_                      Routing Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_