

Payment Authorization Form

Employee Information

First Name:

Last Name:

Phone Number:

Email Address:

Employee ID Number:

Date of Birth:

Two Convenient Options

Direct Deposit

By choosing traditional direct deposit, your pay will be deposited directly into your checking or savings account each payday. Direct Deposit becomes effective the second paycheck after this form is received by the Payroll FSU Office.

Focus Pay Card

With the Focus Card, your pay will be deposited onto a prepaid Visa® card. Your card can be used anywhere Visa debit cards are accepted worldwide. It's not a credit card and there is no cost to enroll.



Account Information

1. Check the box on the left for each account you would like.
2. Fill in the account information and the deduction amount. For each account, you may select a dollar amount, percentage, or the balance to be deposited.

If Choosing Direct Deposit:

IF AVAILABLE, please attach a voided check or copy of check here. **Do not attach a deposit slip, the routing number is not always correct.**

| <input checked="" type="checkbox"/> | Bank Name | Account # | Routing # | Type Of Account | Deduction Amount |
|-------------------------------------|------------|-----------|-----------|-----------------------------------|--|
| <input type="checkbox"/> New | U.S. Bank | N/A | N/A | Focus Card | <input type="checkbox"/> \$____.00 |
| <input type="checkbox"/> Change | Focus Card | | | | <input type="checkbox"/> % |
| <input type="checkbox"/> Stop | | | | | <input type="checkbox"/> Remaining balance |
| <input type="checkbox"/> New | | | | <input type="checkbox"/> Checking | <input type="checkbox"/> \$____.00 |
| <input type="checkbox"/> Change | | | | <input type="checkbox"/> Savings | <input type="checkbox"/> % |
| <input type="checkbox"/> Stop | | | | | <input type="checkbox"/> Remaining balance |
| <input type="checkbox"/> New | | | | <input type="checkbox"/> Checking | <input type="checkbox"/> \$____.00 |
| <input type="checkbox"/> Change | | | | <input type="checkbox"/> Savings | <input type="checkbox"/> % |
| <input type="checkbox"/> Stop | | | | | <input type="checkbox"/> Remaining balance |
| <input type="checkbox"/> New | | | | <input type="checkbox"/> Checking | <input type="checkbox"/> \$____.00 |
| <input type="checkbox"/> Change | | | | <input type="checkbox"/> Savings | <input type="checkbox"/> % |
| <input type="checkbox"/> Stop | | | | | <input type="checkbox"/> Remaining balance |
| <input type="checkbox"/> New | | | | <input type="checkbox"/> Checking | <input type="checkbox"/> \$____.00 |
| <input type="checkbox"/> Change | | | | <input type="checkbox"/> Savings | <input type="checkbox"/> % |
| <input type="checkbox"/> Stop | | | | | <input type="checkbox"/> Remaining balance |

Important Information About Procedures For Opening A New Account

To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account. What this means for you: when you open an account, we will ask for your name, address, date of birth, and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents.

I hereby authorize my employer to initiate credit entries (deposits) and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my Focus Card or bank account. This authorization will remain in effect until canceled by me with written notification to my employer.

Signature: _____

Date: _____

I understand that if my account(s) at the financial institution(s) listed above has been changed or closed, I must inform the FSU Payroll Office in writing. **FSU is unable to refund rejected monies until they are credited to the FSU Payroll Account.**

NOTE: Pay stubs are available to access on MyFSU. For instructions on accessing your paystub via MyFSU, go to ferris.edu/payroll and click on "Viewing Pay Stub Instructions"