YOUNGSTOWN STATE UNIVERSITY

Authorization for Direct Deposit

Do not use for Payroll

Use in place of operating checks received through Accounts Payable for travel, check requests, etc.

Please complete and return to Procurement Services Secure Upload https://ysd.ysu.edu/newvendor. If Bank Information is included, DO NOT FAX OR EMAIL. Any questions contact Procurement Services at x3163.

I _____ authorize Youngstown State University to deposit payments due or to become due into the following account with the below named bank. It is my responsibility to notify Accounts Payable of any changes to said bank account in a timely manner.

Employee Information	Employee Name _____ Banner ID# _____ Campus Department _____ Campus Ext. _____
Action Requested	Check One: Enroll Cancel Change Same account as payroll (don't need to complete bank info.)
Bank Information	Check One: Savings Checking Bank Name _____ Bank Routing Number _____ Bank Account Number _____
Signature: (Required)	Date

NOTE: Direct Deposit will be used in place of operating checks received from Accounts Payable only and does not update or change your payroll direct deposit information. You will receive email notification at your @ysu.edu email address.

	PLACE YOUR VOIDED CHECK HERE