

Suffolk University
DIRECT DEPOSIT INSTRUCTIONS

1. To sign up:

- Complete a **Suffolk University Direct Deposit Sign-Up Form** and attach a blank **check with “VOID”** written on it from the account you wish to use, if the account is a checking account.
- If you use other than a checking account, or you don't have a blank check, contact your financial institution and obtain its **“routing number.”** Also, find out if there are any extra digits that should be added to your account number for direct deposit purposes.
- Complete the account information for **each individual account** for which a direct deposit will be posted. If you deposit to only one account, you **only** need to complete information for that account. If you split your pay between a **checking account** and a **savings account** you need to provide account information for **both** the checking and the savings account.
- Newly hired faculty and lecturers should return the form to the appropriate Dean's Office.
- Newly hired employees should return the form to Human Resources.

2. To make changes on your currently active direct deposit:

- To change banks and/or bank account numbers, a new direct deposit form is required.
- Go to Employee Self Service (ESS). On the top navigation bar, select 'Pay and Taxes,' then select 'Direct Deposit.' Complete and submit the form on-line.

3. Pre-Note Process:

- Your bank account information will go through a **'pre-note'** process where the bank tests your account numbers.
- Direct deposit into your account will begin approximately **two weeks after** Payroll has posted the account information to the system.
- You will receive a **paper check** mailed to the address on your W-4 (tax withholding form) until the direct deposit is cleared through the pre-note process.
- You may “opt out” of the pre-note process by circling the “opt out” line on the form. If you opt out your first check will be direct deposited.

Suffolk University
DIRECT DEPOSIT SIGN-UP FORM

Employee Name: _____
(Please print legibly)

Pre-Note Process:

- Your bank account information will go through a 'pre-note' process where the bank tests your account numbers. Direct deposit into your account will begin approximately **two weeks after** Payroll has posted the account information to the system. You will receive a **paper check** until the direct deposit actually begins.
- **Opt Out:** You may "opt out" of this pre-note process by circling here.

Select your Pay Group:

Weekly: (Support Staff) **Semi-Monthly: (Faculty/Administrators)** **Bi-Weekly: (Students)**

Account 1:

Name of Financial Institution: _____

Name on Account: _____

Routing Number: _____

Account Number: _____

Indicate **Checking** or **Savings**: _____

Amount to be deposited: **F** for *full check* or **B** for *balance of check*: \$ _____

(no percentages)

Account 2:

Name of Financial Institution: _____

Name on Account: _____

Routing Number: _____

Account Number: _____

Indicate **Checking** or **Savings**: _____

Amount to be deposited: **F** for *full check* or **B** for *balance of check*: \$ _____

(no percentages)

Attach a blank check with VOID written on it for each checking account.

I hereby authorize Suffolk University to deposit any amounts owed to me into my accounts at the financial institutions indicated on this form. Further, I authorize my bank to accept and to credit any amounts indicated by Suffolk University to my accounts. In the event that Suffolk University deposits funds erroneously into my account, I authorize the University to deduct that amount from my account. This authorization is to remain in effect until the University and my bank have received written notice from me of its termination.

Signature (Required) _____ **Date** _____

****PLEASE RETURN THIS COMPLETED FORM TO THE PAYROLL OFFICE****
KEEP A COPY OF THIS FORM FOR YOUR RECORDS

To check your pay statements online: Register for Employee Self Service (ESS) at <https://portal.adp.com>. Select 'First Time Users Register Here.' Select 'register now.' Pass code: **Suffolk-iPay**. Identity verification is your Employee ID/mm/dd of birth. Follow the prompts to enter your contact and security information. View your user ID and create your password. Call the Payroll Office at 617-570-4837 if you need assistance.