

**GEORGIA SOUTHWESTERN STATE UNIVERSITY  
EMPLOYEE AUTHORIZATION FOR DIRECT DEPOSIT OF PAYROLL  
AMOUNT TO DESIGNATED BANKING INSTITUTION**

I, **(Employee's Name – Please Print)** **(Department)**

do hereby authorize the Payroll/Accounting Services Department of Georgia Southwestern State University, Americus, Georgia, to electronically deposit my payroll amount directly in (please indicate):

**DESIGNATE:  
Checking Savings**

CITIZENS BANK OF AMERICUS To Account Number

DOCO CREDIT UNION To Account Number

FIRST STATE BANK To Account Number

PEOPLES COMMUNITY BANK To Account Number

SUMTER BANK & TRUST To Account Number

WELLS FARGO/WACHOVIA To Account Number  
of

To Account Number

(Other Banking Institution)

I understand that this agreement authorizes direct deposit of my payroll amount, intact, on each regular scheduled pay date, in the banking institution indicated by employee. I understand that my funds will be available to draw on the specified check date.

Georgia Southwestern State University provides direct deposit as a service to all employees and therefore, is not responsible for any loss, failure to deposit or to credit any account on the day of deposit by any banking institution accepting transfers under this agreement.

This authorization shall remain in effect until withdrawn in writing to the Payroll Department of Georgia Southwestern State University.

**EMPLOYEE'S SIGNATURE**

**NAME(S) ON ACCOUNT**

**DATE:** \_\_\_\_\_, 20 \_\_\_\_.

**PLEASE ATTACH A CHECK MARKED VOID TO VERIFY BANK ROUTING NUMBERS  
AND RETURN TO GSW PAYROLL DEPARTMENT.**