



Direct Deposit Authorization

Employee Legal Name (Print) _____

Employee ID# or SSN _____

Employee CSI Email Address _____

REQUIRED: A voided check or bank statement with routing and account number must be attached.

Option A: Deposit Payroll into a Single Bank

Account is a: Checking Savings

Deposit Bank Name _____

Option B: Split Payroll Between Two Banks

Account #1 Checking Savings Percent or fixed amount

Direct Deposit Bank Name _____ % \$ _____

Deposit Bank Routing Number _____

Direct Deposit Bank Account Number _____

Account #2 Checking Savings For remaining balance.

Direct Deposit Bank Name _____

Direct Deposit Bank Routing Number _____

Direct Deposit Bank Account Number _____

This Authorization will be in effect until CSI receives a written notice asking that the direct deposit be inactivated.

Signature _____ Date _____

Required: Attach a voided check here.
Deposit slips NOT accepted.

TO: CSI Employees
FROM: Dannette Starr, Payroll Manager

CSI employees are asked to have their payroll direct deposited. You will find the "Application for Direct Deposit" on the reverse side of this memo.

There are two options to choose from:

- Option A - Your entire net payroll will be deposited into one account.
- Option B - Your net payroll can be deposited into two separate banks.
You can select a percent or you can designate a fixed amount.

Complete this form and return it to the Human Resource Office. Payroll stub information is accessed through [MyCSI](#) on the CSI website. It is your responsibility to check with your bank each month to confirm the deposit is in your account.

You must notify HR or Payroll immediately when you:

- close the account
- *change banks or
- *change accounts

* To change your account to a new bank or a new account you will need to complete a new direct deposit authorization form.

If you have any questions on direct deposit or if you have problems filling out this form please contact on of the following:

Lyntessa Limas, llimas@csi.edu (208) 732-6271
Pam O'Dell, podell@csi.edu (208) 732-6206
DannetteStarr, dstarr@csi.edu (208) 732-6270