



**AUTHORIZATION AGREEMENT FOR DIRECT DEPOSITS**

**AS35**

Employee \_\_\_\_\_  
Last First MI

Action  New  Change Employee ID \_\_\_\_\_

I hereby authorize Louisiana State University (LSU) to initiate credit entries or reversing entries and to make adjustments for any credit entries in error to my account at the indicated financial institution(s), and I hereby authorize the indicated financial institution to accept and to post such entries to my account. I understand that it is my responsibility to verify the crediting of funds by my financial institution prior to initiating disbursements against my account. This authorization may be terminated by LSU at any time.

Employees have the choice to deposit earnings in up to four bank accounts. If only one bank account is set up, Bank Account 1 designates the account to receive any balance funds left over after all other direct deposit instructions are processed.

You are responsible for ensuring the routing and account numbers on this form are correct. Contact your bank to confirm routing/account numbers if you are unsure. Incorrect or illegible routing and/or account numbers will result in your pay being delayed.

Bank Name- Acct 1	
Bank Transit #	Account #
Account Type	<input type="checkbox"/> Checking <input type="checkbox"/> Savings

<input type="checkbox"/>	Balance
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Bank Name- Acct 2	
Bank Transit #	Account #
Account Type	<input type="checkbox"/> Checking <input type="checkbox"/> Savings

<input type="checkbox"/>	Amount	
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Bank Name- Acct 3	
Bank Transit #	Account #
Account Type	<input type="checkbox"/> Checking <input type="checkbox"/> Savings

<input type="checkbox"/>	Amount	
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Bank Name- Acct 4	
Bank Transit #	Account #
Account Type	<input type="checkbox"/> Checking <input type="checkbox"/> Savings

<input type="checkbox"/>	Amount	
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Signature \_\_\_\_\_

Date \_\_\_\_\_

**FOR ACCOUNTING SERVICES USE ONLY**

Processed by \_\_\_\_\_

Date \_\_\_\_\_