LSU
LOUISIANA STATE UNIVERSITY

Louisiana State University
Office of Accounting Services
Payroll
204 Thomas Boyd Hall

AUTHORIZATION AGREEMENT FOR DIRECT DEPOSITS AS35

Employee _____ _____ _____
Last *First* *MI*

Action ☐ New ☐ Change **Workday ID** _____ LSUID _____
00XXXXXX *89-XXX-XXX*

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	☐ **Checking**	☐ **Savings**

☐ **Balance**

Bank Name- Acct 2		
Bank Transit #	Account #	
Account Type	☐ Checking	☐ Savings

☐ Amount

Bank Name- Acct 3		
Bank Transit #	Account #	
Account Type	☐ Checking	☐ Savings

☐ Amount

Bank Name- Acct 4		
Bank Transit #	Account #	
Account Type	☐ Checking	☐ Savings

☐ Amount

Any debt owed to the university, including, but not limited to, unearned salary/benefits/reimbursements, tuition and fees, payment of fines, fees, and penalties, shall be recovered through payroll deduction. Debt which exceeds available net payroll funds, any delinquent debt, or debt that is not authorized for payroll deduction shall be placed with the Attorney General's Office for collection in accordance with the State of Louisiana guidelines. Collection/attorney fees in the amount of 25% of the unpaid debt and all court costs shall be the obligation of the employee.

_____ _____
Signature Date

*Please submit form to the LSU Payroll office at 204 Thomas Boyd Hall.

- FOR ACOUNTING SERVICES USE ONLY

Processed by _____ Date _____

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