



## Direct Deposit

Direct deposit is the process by which your paycheck is electronically deposited to your checking or savings account. As a condition of new or continued employment, all individuals paid through Florida Agricultural and Mechanical University's payroll system must participate in the University's Direct Deposit program. Employees can deposit their net pay into their personal checking and/or savings account with any bank of their choice as long as their bank is a participating member of the National Automated Clearing House Association (NACHA).

### Benefits of Direct Deposit:

- **Peace of Mind:** No worries about mail delays and lost or stolen checks.
- **Prompt Payment:** Your net pay is deposited electronically into your account(s).
- **Convenience:** No special trips to pick up and deposit your paycheck.
- **Freedom:** Payments are automatically deposited into your account on payday, whether you are on leave, traveling or ill.
- **Savings:** You will save time which will allow you to focus on doing the things you enjoy without having to make a special trip to deposit your paycheck. No check cashing fees.
- **Timeliness:** Earnings information is available on Employee Self Service three days before payday.

### Instructions:

1. Please complete and sign the Direct Deposit Authorization form in its entirety.
2. Select the action requested from the drop down menu in the appropriate box.
3. Complete one Direct Deposit Authorization form for each financial institution (limited to three accounts).
4. To make a change to your existing direct deposit information, please stop the original account and complete a new form with the account information.
5. The form can be submitted in person or mail to the Office of Human Resources at:

Florida Agricultural and Mechanical University  
Office of Human Resources  
1700 Lee Hall Drive  
211 Foote Hilyer Administration Center  
Tallahassee, Florida 32307  
Phone: (850) 599-3611 Fax: (850) 412-5566