

STUDENT PAYROLL INSTRUCTIONS

Dear BSC Student:

Birmingham-Southern College will continue paying all work-study students through direct deposit. Payday will be on the 10th of each month unless it falls on a weekend, and then it will be on the previous Friday. With direct deposit, a “Deposited Net Pay” confirmation will be sent to your campus box and your money is automatically deposited into your account ON payday. It is a safe, convenient and reliable way to get your money without the worry of lost, stolen or damaged checks, or special trips to deposit or cash a paycheck.

If you are a new work-study or a returning work-study with a new account, please complete the direct payroll deposit form, attach a voided blank check or a savings deposit slip. This form must be returned to the Financial Aid Office, Student Services Building, Room 150 (Box 549016, Birmingham, AL 35254).

If you do not currently have a bank account and would like one with an institution on campus, you may open an account with First Educators Credit Union. Their phone number is 205-226-7976 and the website is www.firsteducatorsacu.com.

If you need to close or change an account during the year, please notify the Financial Aid Office by the 15th of the month in which the change is to be effective in order to make sure funds are transferred appropriately. (If you already have funds being deposited into an account, please do not close the account until after your funds have been deposited on the 10th of the month. Then, have your new voided check and account ready to be entered at that time).

Remember that you can still cash checks up to \$50.00 a day with a BSC ID or driver’s license in the Student Accounts Office or use the ATM located on the 2nd floor, Norton Campus Center, for larger transactions. If you have any questions, please contact the Financial Aid Office at (205)226-4688 (email is finaid@bsc.edu).

Thank you!

Direct Payroll Deposit

SOCIAL SECURITY NUMBER

Please Print Clearly !!

STUDENT EMPLOYEE

LAST

FIRST

MI

IMPORTANT: ATTACH A VOIDED BLANK PERSONAL CHECK or a SAVINGS DEPOSIT SLIP TO THIS FORM FOR PAYROLL DEPARTMENT USE. SEE STUDENT PAYROLL INSTRUCTIONS FOR ADDITIONAL INFORMATION.

Please Check Appropriate Box:

- A. **Authorization and Agreement for Pre-Authorized Credits (FOR NEW WS STUDENTS)**
I hereby authorize Birmingham-Southern College, hereinafter called the College; to pay my salary through Direct Payroll Deposit by initiating credit entries to my checking/savings accounts in the bank named above, hereinafter called the Bank. I hereby authorize the Bank to accept all credit entries by the College to such accounts and to credit the same to such accounts.

Please circle one: Checking Savings

- B. **Request to Change Banks, Account Number or Name**
I hereby request that the change(s) indicated on this form be made to my automatic deposit. I have attached the appropriate voided check.

I agree that if my employment with the College is terminated for any reason I will immediately repay in full any unearned amounts, which were automatically deposited and credited to my account by Bank.

I understand and further agree that this is not a contract of employment but is simply a method of payment of my salary.

I further understand that the College reserves the right to reject my election of this method of payment, or, if necessary, to discontinue the Automatic Payroll Deposit method of payment program.

Signature _____ **Date** _____