



(For Office Use Only)

Effective Date _____

Pay Cycle: BW SM M

Initials _____

REQUEST FOR AUTOMATIC DEPOSIT (ACH CREDIT)

I hereby request that the CLEVELAND STATE UNIVERSITY PAYROLL DEPARTMENT initiate credit entries and/or debit entries and adjustments for any credit entries in error to my account indicated below and I further request the FINANCIAL INSTITUTION named below, to credit and/or debit the same to such account.

FINANCIAL INST. _____

CITY _____ STATE _____ ZIP _____

BANK ACCT. NO. _____ CHECKING / SAVINGS
(Please circle one)

BANK ROUTING NO. _____

I understand and agree that this request will remain in full force and effect until the Cleveland State University Payroll Department has received written notification from me of any change or termination in this request in such a manner as to accord the Cleveland State University Payroll Department a reasonable opportunity to act on this notification.

Name _____ CSU ID _____
(Please Print)

Campus Ext. _____

Date _____ Signature _____

STAPLE VOIDED CHECK TO BACK OF CARD