How To Update Your Payroll Direct Deposit

1). Log in to MyJaxState.

2). Find the "**HR Forms**" card.

2a). If you do not have this card, scroll to the bottom of MyJaxState and click on "**Discover More.**"

(If you do have this card, skip to step 3 below)
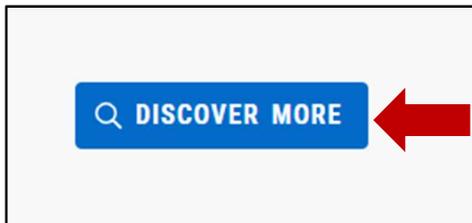
2b). In the search box, type "**HR Forms**" and **click** on the drop-down menu.
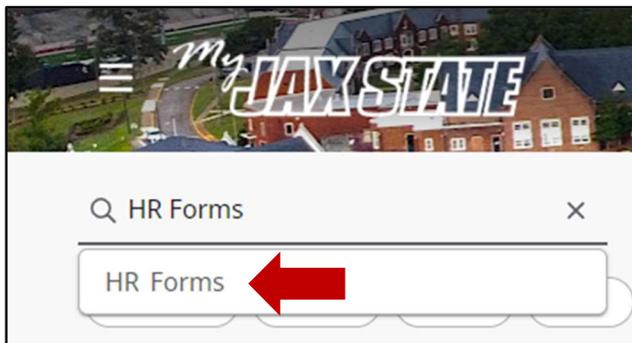
2c). **Click** the bookmark ribbon on the right-hand side of the card so that this will stay on your MyJaxState home page.
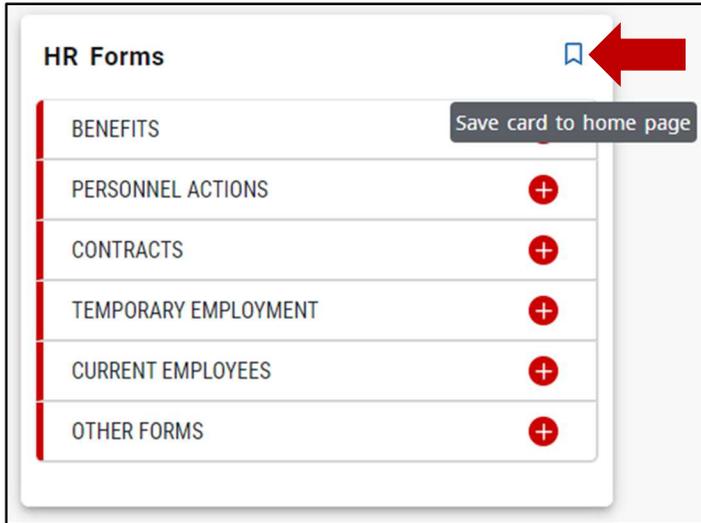
3). **Click** on the plus symbol (➕) next to Current Employees and then click on "**Direct Deposit Authorization**."

4). **Type** the **Routing Number** and **Account Number** of your bank account – please be sure to type these accurately.

In the Check One drop-down box, **select** one the following: **New**, **Change**, or **Cancel**

- New – a new account that is not on file
- Change – an account already on file that you are updating
- Cancel – an account already on file that you want to stop depositing into

In the Account Type drop-down box, **select** either **Checking** or **Savings**

In the Amount of Net Pay drop-down box, **select** one of the following: **Balance** or **Amount**

- Balance – the entire balance of your paycheck
- Amount – a specific dollar amount of your paycheck

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Direct Deposit Authorization Form

This form is to be completed to add a new Direct Deposit Account, or to change or delete an existing account. To ensure prompt processing, provide all required information. All fields with the asterisk (*) indicate required information.

Travel or other reimbursements processed through Accounts Payable will be deposited into the primary account on file with Payroll. Please contact Accounts Payable directly when a change is required for a travel or other reimbursements.

Employee Information

Employee Name: * Caroline Hood   JSU ID: *

Account Details

If you only have one (1) account in the direct deposit program, the entire amount of the Net Pay will be deposited into the account with "Balance" selected. If you specify two (2) or three (3) accounts, a portion of your net Pay will be deposited into the other account(s) that is/are designated as dollars ($). Any remaining net pay will then be deposited into the account designated as balance.
Supporting documentation is required to verify the routing and account numbers to ensure accuracy of the information listed below. Please attach documentation that cle... ...umber and the specific account number. Examples are: picture... ...direct de... ...of routing and account number from a mobile banking app, or a... ...nd ac...

Select **Checking** or **Savings**

Select **New**, **Change**, or **Cancel**

Account One (1)   Check One:* -- Please Select -- ▾
Routing Number:*   Account Number:*
Account Type: -- Please Select -- ▾
Amount of Net Pay:*   -- Please Select -- ▾
Account One (1) Supporting Document Upload: Attach File

Select **Balance** or **Amount**
If you select **Amount**, type in the dollar amount you want deposited into your account

5). **Attach** the Supporting Document Upload by clicking Attach File.

This can be any of the following:

- a copy of a voided check
- a direct deposit form from your banking institution
- a screenshot of your banking app (must include the full routing and account number)

If you don't have an attachment ready, you can email a copy to HRConfidential@jsu.edu within 5 business days (see Step 6).

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Supporting documentation is required to verify the routing and account numbers to ensure accuracy of the information listed below. Please attach documentation that clearly shows the financial institution's routing number and the specific account number. Examples are: picture or PDF file of a voided check, savings deposit slip, direct deposit form from your institution, screenshots of routing and account number from a mobile banking app, or a letter from the financial institution with the routing and account number listed.

Account One (1)		Check One:* -- Please Select -- ▾
Routing Number:*		Account Number:*
Account Type: -- Please Select -- ▾		
Amount of Net Pay:*		-- Please Select -- ▾
Account One (1) Supporting Document Upload:	✎ Attach File	

6). **Select** your response from the Supporting Documentation drop-down box at the bottom of the form and then **click** "**Next**."

Authorization

By electronically signing this form, I authorize Jacksonville State University (JSU) and/or its representative to initiate direct deposit (credit) entries. If funds to which I am not entitled are deposited to my account, I authorize JSU and/or its representatives to direct the bank to return said funds (debit). I understand that my bank must be a member of the Automated Clearing House (ACH) in order for my net pay to be processed via Electronic Funds Transfer (EFT). This authorization is to remain in effect until it is changed or canceled. I understand that I must provide supporting documentation and allow sufficient time for the processing of such changes or cancellation.

Supporting Documentation: * -- Please Select --

-- Please Select --

HR Verification of Request Yes, I will attach supporting documentation to this request

Verification of Request: * -- No, I will obtain the documentation and email it to HRConfidential@jsu.edu within 5 business days

Save Progress   Next

7). **Sign** the form electronically by **typing** in your first and last name, and click "**Sign Electronically**."

8). You have finished submitting the form. Next, Human Resources will electronically sign and approve your form and it will be routed to Payroll to be updated.