



BALL STATE UNIVERSITY PAYROLL & EMPLOYEE BENEFITS



Authorization for Direct Deposit

Instructions:

1. Contact Treasury Direct to establish an account.
2. Once you have a valid TreasuryDirect account number, fill in the form. Note account number maybe alpha-numeric.
3. Print the completed form, sign and mail to **BALL STATE UNIVERSITY, PAYROLL DEPARTMENT (Administration Bldg 029) 2000 W. University Ave Muncie, IN 47306**

BSU ID: 000-_____

Last Name: _____ First Name: _____ M.I. _____

START direct deposit to my Treasury Direct account

STOP direct deposit to my Treasury Direct

CHANGE my current Treasury Direct authorization amount or account number.

Financial Institution: TREASURYDIRECT

ABA (Routing) Number: 051736158

Your TreasuryDirect Account Number: _____

Amount \$ _____

I hereby authorize Ball State University to deposit automatically to my account at TreasuryDirect as I have indicated above. I understand that the very earliest I can expect my account to be credited will be on payday. I further understand that if I change or terminate my account(s) without notifying Ball State payroll in writing my deduction may be delayed.

Signature: _____

Date: _____

BSU Email: _____

Phone Number: _____

Received in PEB Office (date stamped)

PEB Notes:

Confirm: 610 code is not active _____

Setup Code 965-000-000 (Action Code: 102)

Coverage Date: _____

Deduction Amount: _____

Setup Screen 035 by: _____

On Date: _____

Verified by: _____

On Date: _____