

FAQS Concerning Student Direct Deposit

1. Is there any restriction as to what bank I may have my direct deposit sent to?

As long as the bank is a U.S. Financial institution, we have the ability to deposit your pay into it. You do not need to set up an account at a local bank (for instance Key or Rhinebeck Savings) in order to take advantage of this option. We cannot direct deposit pay to financial institutions that do not have branches within the United States.

2. If I use a bank that is not local, does it take longer for my money to reach my account?

No. All direct deposits are made effective the actual pay date (Friday). Regardless of what bank you request that your money be deposited to, your account should reflect the deposit no later than noon on the date of the payroll.

3. Will I still receive notification on payday?

Currently, we distribute paper direct deposit advices. You should find them in your mailbox here on campus (or by whatever means you have received your pay in the past) on the scheduled pay date.

4. What if I do not have a check or deposit slip to include with my Student Direct Deposit form?

In a case where a voided check or deposit slip is not available, you should contact your bank and request that they provide you with direct deposit information for your account. Many banks have their own form that they can provide to you. Simply explain that you would like to have your paychecks direct deposited into your current account, and that we require some type of "official" documentation of the routing number and account number to insure that your money gets deposited into the appropriate account.

5. Can I have my pay sent to more than one account?

Currently we offer only the 100% single direct deposit to students. (Please note that there are two different direct deposit forms on the payroll forms web page. You should be using the form that is specifically labeled "Student Direct Deposit Authorization Form", which can be found in the "Student" section of the forms page, or on the page specifically entitled "Students".)

6. How should I submit my Student Direct Deposit Form?

Your form should be submitted to Ellen Camisasca in person (Ellen's office is in B &G room 202), or via campus mail. Include a cell phone # or email address in case she has any questions. Forms left after hours in the file box on her door should be in a sealed envelope for security purposes. Please be sure that you have used the correct form and that the proper documentation has been included, as forms submitted incorrectly will be returned.

7. What are the advantages of having my paychecks direct deposited?

No check cashing fees at the bookstore or elsewhere.

No trips to the bank.

Funds readily available on payday, via ATM or debit card.

No large amounts of cash to carry around.

No lost checks or the \$25 fee required to place stop payments and reissue them.