REGIS UNIVERSITY

3333 Regis Blvd, K-4
Denver, CO 80221-1099
303-458-4369 P
303-964-5404 F
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Department of Payroll

Student Direct Deposit Form

_____ _____
Student Name (please print) **Student ID #**

PERSONAL ACCOUNT INFORMATION:

☐ **Checking Account** ☐ **Savings Account**

_____ _____
Name of Banking Institution **Name of Banking Institution**

Please write bank routing number and account number in the space below or attach a voided personal check.

Transit/ABA Routing Number

Checking or Savings Account Number

I authorize Regis University and the financial institution listed above to deposit my pay electronically. This authority shall remain in effect until I have cancelled it in writing.

_____ _____
Signature **Date**

Helpful Reminders

* The prenote process may take up to two pay periods before direct deposit is active.
* If changing your account type, bank and/or account number, you will receive a payroll check until direct deposit becomes effective.
* Payroll checks may be pick up in Financial Affairs/Cashiers Office located in Main Hall, Suite 127.