

# HSU Sponsored Programs Foundation Direct Deposit Application

## SPF PAYROLL ONLY

Employee Name:

Employee HSU ID #:

BANK OR CREDIT UNION NAME:

ROUTING NUMBER:

ACCOUNT NUMBER:

EMPLOYEE SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

*Typically, direct deposit enrollment will not take effect until 2-3 pay periods after you submit this form to SPF. This time line can vary based on your financial institution accepting the request. In the meantime, if you would like to pick-up your paycheck at the HSU Cashier's Office (SBS 2<sup>nd</sup> floor), you can opt-in for check 'pick-up' through your KRONOS employee portal. This must be done by the end of the pay period to ensure we hold your check at Cashiers. Checking that box in KRONOS will not affect or pause your direct deposit enrollment.*

**Please attach a VOIDED CHECK if you have one** *(not required but recommended)*

### Return completed form to:

Sponsored Programs Foundation  
Humboldt State University  
Student & Business Services Building 4th Floor  
Room 427