



Southern Oregon University
Employee Change Form
Personal and Paycheck Information
Return the completed form to the Payroll Office, Churchill Hall 160.

Personal Information

Name: _____ **Faculty/Staff** **Student**
Last Name First Name Middle

Employee ID No./Student ID No.:

Address and/or Home Phone Number Change(s)

Note: This change of address affects your payroll/employment records only. You must visit Enrollment Services, located in Britt Hall, if you also have accounts with them (i.e., travel card, student account).

New Address: _____
Street/P.O. Box City State Zip

New Home Phone Number:

Paycheck Changes

Please note that direct deposit changes will apply to Payroll & Accounts Payable checks. *

- Please direct deposit my paychecks to my bank. I hereby authorize Southern Oregon University to deposit my paychecks into the account of my designation. I have attached a voided check.
(Note: Your earning statements will be delivered to your department on payday.)
- Please cancel my authorization of direct deposit, which includes Payroll & Accounts Payable checks. It is understood and agreed that in the event this notice of cancellation is received by Southern Oregon University after the payroll deadline, then it is to be effective beginning the month following the receipt of this signed change form.
- Please change banks/account numbers for my payroll direct deposits. I have attached a voided check.
- Please deposit \$ _____ into my savings/other checking account number _____
and the balance into my primary checking account number _____
- I will pickup my paycheck at the Payroll window (690672)

* *Employees who wish to have Accounts Payable checks deposited into a different account must contact Business Services Accounts Payable, Churchill 150, 552-6574.*

Signature: _____ **Date:** _____

For Office Use Only
Entered: