



# **DIRECT DEPOSIT AT MONTANA STATE UNIVERSITY**

The easy way to receive your stipend!

# WHAT IS DIRECT DEPOSIT?

- Direct deposit is an easy and secure way to deposit pay received from the university
  - No lost checks
  - No delays
  - Sent via a secure feed
  - Immediate availability

# WHY SHOULD YOU SIGN UP?

- Once you have signed up for Direct Deposit your payments are automatically deposited into a checking or savings account of your choice
  - It's easy
  - Available even if you:
    - Switch addresses
    - Are visiting friends and family
    - Are traveling the globe
- If you receive a paper check it can be lost or sent to a prior address.
  - The University cannot re-issue that check for a minimum of 3 weeks

# HOW DO YOU SIGN UP?

Follow this link to the University Human Resources Forms page –

<http://www.montana.edu/hr/Forms.html>

Scroll down to the heading labeled ‘Payroll, Direct Deposit’ and open the Payroll Authorization Form

OR

Click here - [Payroll Authorization Form 3.31.19](#) This link will open the form in WORD.

NOTE: You will need a blank check or deposit slip to attach to this form