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Office of Financial Management -Payroll Department

ADMINISTRATION BLDG.

Room: 211  
(719)719 549-2801

**DIRECT DEPOSIT AUTHORIZATION FORM**

I authorize Colorado State University Pueblo to electronically deposit **work study and student hourly earnings** into my designated Bank Account. I understand that I am responsible for providing accurate and legible information.

Name (Please Print): \_\_\_\_\_

Colorado State University Pueblo NetId Number (eg.C123456789): \_\_\_\_\_

Student Phone Number: \_\_\_\_\_

Student Email Address: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

Bank Routing Number (9 digits): \_\_\_\_\_

\_\_\_\_\_ Checking Account

\_\_\_\_\_ Savings Account

**Steps to Follow:**

1. Carefully read information and complete.
2. Return the completed direct deposit form to the Payroll Department, Administration Building Rm 211

**NOTE: INCORRECT OR ILLEGIBLE INFORMATION MAY RESULT IN A DELAY OF YOUR PAYROLL FUNDS.**

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