DIRECT DEPOSIT/PAY DISTRIBUTION FORM

STUDENT NAME: _______________________________________________________________

EMPLOYEE ID/COMMODORE ID: ______________________________________________

This form is to set up direct deposit. This form does not need to be completed if your check is to be issued to your hiring department. If you are in an Active employed status you may set up direct deposit yourself by going to C2HR. In order for this form to be valid, you must attach a voided check or a direct deposit slip, and sign the form.

☐ I wish my check to be sent to my home address.
   Please note: your home address should be your permanent address which may be international or out of state for taxation purposes. By selecting this option, your check will be mailed to that address.

☐ Cancel my existing direct deposit.

☐ I wish to set up/reactivate direct deposit for the following:

☐ Checking Account
☐ Savings Account

Account #’s are only required if more than one voided check/direct deposit is included.

Account # ___________________________
__________ % of my pay into this account or
$_________ dollars of my pay into this account

Account # ___________________________
__________ % of my pay into this account or
$_________ dollars of my pay into this account
☐ Remaining Net Pay into this account

SIGNATURE: ________________________________     DATE: ______________________________

THIS IS A STUDENT EMPLOYEE:

Mail form to: STUDENT EMPLOYMENT Box 407810 Station B
Deliver form to: 2309 West End Ave, Nashville, TN 37203