



## Institutional Advancement

### Direct Deposit Payroll Authorization

Salem State University accepts contributions through biweekly payroll direct deposits. When you enroll in this program, you authorize Salem State to initiate direct deposits on your behalf and changes will be made to your settings in HR/CMS. This will not affect your other direct deposit settings. **You will receive an email from MassHR Employee Service Center once your account has been updated.**

**Employee Name**

**Employee ID Number**

**Campus Extension**

**Department**

**Home Address**

**Signature** \_\_\_\_\_

**Date**

### CONTRIBUTION DETAIL

Please select how you would like to contribute:

Recurring gift of \_\_\_\_\_ paid indefinitely\*

Pledge of \_\_\_\_\_ paid in biweekly installments of \_\_\_\_\_

Designation of Recurring Gift/Pledge

Fund \_\_\_\_\_ Amount \_\_\_\_\_

Fund \_\_\_\_\_ Amount \_\_\_\_\_

**\*Recurring gifts may be canceled in writing to [bpennick@salemstate.edu](mailto:bpennick@salemstate.edu) or once the employee no longer receives pay checks from Salem State.**

Please mail or email the completed form or direct any questions to:

Buffy Pennick, Advancement Services Ext. 2594 or [bpennick@salemstate.edu](mailto:bpennick@salemstate.edu)

**Thank you for your generous support of Salem State University!**

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### This Section to be completed by Advancement Services/Payroll Only

Date Sent to Payroll \_\_\_\_\_

Maintenance Code    Add    Change

Amount per pay period \_\_\_\_\_ No. of pay periods \_\_\_\_\_

Routing No \_\_\_\_\_ Account No \_\_\_\_\_

Entered By \_\_\_\_\_

Start Effective Date \_\_\_\_\_

End Effective Date \_\_\_\_\_