



Institutional Advancement

Bi-Weekly Payroll Direct Deposit Authorization

Salem State University accepts contributions through Bi-weekly 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 selection how you would like to contribute:

Recurring gift of _____ paid indefinitely*

Pledge of _____ paid in bi-weekly installments of _____

Designation of Recurring Gift/Pledge

Fund _____ Amount _____

Fund _____ Amount _____

***Recurring gifts may be cancelled in writing to jshellenberger@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:

Joanna Shellenberger, Advancement Services Ext. 2594 or jshellenberger@salemstate.edu

Thank you for your generous support of Salem State University!

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 _____