

**Procedure Number: 561.3**

**Procedure: Direct Deposit**

**Effective Date: 07/2012**

**Revision Date: 10/2025**

**Responsible Party: Administration & Finance/Financial Services & Payroll**

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**PROCEDURE:**

1. MSU Billings employees may request their pay be deposited directly into up to three bank accounts with any U.S. financial institution. Direct deposit is available for all regularly scheduled payroll dates and may be arranged through Financial Services & Payroll. The first check following signup for direct deposit requires pre-note processing to confirm that the bank routing and account numbers are correct. The second check will be direct deposited.
  - a. To sign up for direct deposit, complete the [Direct Deposit Authorization Form](#) located on the intranet or in the Financial Services & Payroll office.
  - b. Complete the form and attach a voided check containing your preprinted name for each account or a letter from your bank that contains your name and banking information. Financial Services & Payroll will not set up direct deposit until all required attachments are received.
  - c. Submit your completed original forms to Financial Services & Payroll located in McMullen Hall, Room 309. For your safety, direct deposit forms sent through DocuSign, email, fax, and/or copies will not be accepted.
2. If, at any time, an employee wishes to make changes to their direct deposit, a new Direct Deposit Authorization Form must be completed.
3. A printable copy of your Earning Statement can be obtained through [MyMSUB](#). Current and prior pay period statements can be printed from this site.
4. MSU Billings does not allow your earnings to be split between direct deposit and check form. All earnings must be direct deposited or in check form, but not both.
5. Upon termination of employment from MSU Billings, your direct deposits will be deactivated.