



LOKERSTUDENTUNION

## Memorandum

TO: Loker Student Union Employees  
FROM: Ana Maria Celis, Temporary Administrative Assistant  
DATE: March 19, 2020  
RE: Recommendation to Enroll in Direct Deposit

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All employees who receive live payroll checks are encouraged to enroll in direct deposit through CSUDH Foundation. This is intended to help you gain access to your compensation in the event that you are unable to physically pick up your check to cash it.

If you choose to enroll in direct deposit, please follow these instructions:

1. Complete the attached Direct Deposit/Direct Pay Authorization Form and submit it to Martha Rafael Sepulveda at the Foundation office located in Welch Hall 360.
2. If you are unable to physically drop off the completed form, contact Martha to determine an electronic method that is safe and acceptable.
3. Note that you will need to indicate a routing number and account number to have funds deposited.
  - a. If you do not know how to find the routing and account numbers for the bank account, review the resource *Where To Find Routing and Account Number to find your route/transit number and account number and Terms and Conditions* located on the Direct Deposit/DirectPay Form.
4. Supporting documentation such as a bank statement, voided check, or a screenshot of account and routing information must be submitted along with your full name, employee number (if you have it on hand) and Email/Toromail must be submitted with the Direct Deposit/Direct Pay Authorization Form.
5. All documents are to be submitted to Foundation's Human Resources Generalist, Martha Rafael Sepulveda
  - a. In person at the Foundation Office location in Welch Hall 360.
  - b. By Email at [mrafaelsepulveda@csudh.edu](mailto:mrafaelsepulveda@csudh.edu).

For any questions regarding direct deposit, please contact Martha Rafael Sepulveda at [mrafaelsepulveda@csudh.edu](mailto:mrafaelsepulveda@csudh.edu) or myself at [acelis8@csudh.edu](mailto:acelis8@csudh.edu).

