



## **Mandatory Direct Deposit Policy**

Effective September 1, 2013, LSU Health Sciences Center New Orleans will require all employees to receive payroll payments via direct deposit. This policy is adopted in accordance with Louisiana Revised Statute 39-247.

Employees may choose any US financial institution and may sign up for direct deposit by completing the direct deposit authorization form located on the Payroll website (<http://www.lsuhscc.edu/administration/accounting/payroll.aspx>). When completing the form, please attach a voided check.

In cases where an employee is unable to maintain an account with a financial institution, a waiver can be requested by completing a direct deposit waiver form located on the Payroll website. Proof of the employee's inability to establish an account must accompany the waiver request.

Questions about direct deposit should be sent to [noacctpayroll@lsuhsc.edu](mailto:noacctpayroll@lsuhsc.edu).