

## **Final Paycheck Direct Deposit Authorization**

You are receiving this notification because the payment election you have on file in Workday is currently set up for direct deposit. Please review this form and select if you want to authorize USC to directly deposit your final paycheck upon the termination of your employment with USC.

**Employee Name (First and Last)**

**Employee ID # (7 digits)**

**Termination Date**

I hereby authorize the University of Southern California to directly deposit my final paycheck including all accrued but unused vacation/paid time off to the banking information on file in Workday that I previously set up and authorized for direct deposit. I understand that if I do not authorize final payment through direct deposit by checking the box above within 24 hours of receipt of this notice that my final check will be available for me to pick up from the departmental payroll contact for my school/unit.

**Employee Signature**

**Date Signed**

CC: Employee Personnel File

*University of Southern California* · 3500 S. Figueroa Street, Room 212, Los Angeles, CA 90089 · Tel. 213 740 8855