

Transaction Type (See reverse side of form for section details.)

Payroll and Disb/Travel (Sections 2, 3/4, 5, 6 and 7)

Change financial institution

Change account type (Sections 2, 3/4, 5, 6 and 7)

Section 1: Transaction Type

Select the appropriate transaction type(s).

Section 2: Employee Information

Complete the information required - your name, Sam ID number, phone number where you can easily be reached, the effective date of the addition or change, your department name and your campus email address.

Section 3: New Account Information

Complete the information required - each item must be provided to assure proper distribution of your funds. Financial Institution Name (bank or other), the city and state your account is based in, routing number from