

**DIRECT DEPOSIT REACTIVATION REQUEST**

**Date:** \_\_\_\_\_

**Name (first last):** \_\_\_\_\_

**NYS ID (from your paycheck):** \_\_\_\_\_  
(If unavailable please use Albany Campus ID)

Please reactivate my Direct Deposit using the information already on file.  
There have been no changes to my financial institution or account \*.

I am currently employed as (check all that apply):

- Faculty/Staff
- Graduate/Teaching Assistant
- Student Assistant
- College Work-Study
- Another State Agency (Please list) \_\_\_\_\_

**Start Date:** \_\_\_\_\_  
(If not currently employed or recently hired at the University at Albany)

**Go Paperless - check below:**

- Save the environment! Please don't print my direct deposit stub, I will access my information on NYS Payroll online LOG IN AT: [www.suny.edu/hrportal](http://www.suny.edu/hrportal)**

In signing this form, I authorize all of my NYS salary payments to be sent to the designated financial institution(s) to be deposited into the specified account(s), and all non-payroll amounts due to me to be sent to the designated financial institution to be deposited into the balance account designated.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Email and/or phone number**

**\*Changes in banking information require completion of a new Direct Deposit Authorization Form**