

# SEATTLE UNIVERSITY

## DIRECT DEPOSIT FORM FOR STUDENTS

(Complete and return this form to Seattle University, Student Financial Services Office located in the Vi Hilbert Bldg, 2nd Fl, by the 3<sup>rd</sup> or 17<sup>th</sup> of the month, in order for the direct deposit to be effective for that pay period)

<b>Date:</b>
<b>Student Name:</b>
<b>SU ID:</b>
<b>Dept:</b>
<b>Phone:</b>
<b>Address:</b>

I authorize SU and the financial institution listed below to initiate electronic credit entries, and if necessary, debit entries and adjustments for any credit entries in error to my checking/savings account each payday. This authority will remain in effect until I have canceled it in writing.

**I wish to:**

☐

**Enroll in the Seattle University Direct Deposit Plan, using the financial institution, branch, and account specified below (please attach a voided check or write the requested information below)**

☐

**Change financial institution, branch or account. Please stop sending my paycheck to the financial institution previously designated. Instead, send direct deposit to the institution specified below (please attach a voided check or write the information below)**

☐

**Cancel my enrollment in the Direct Deposit Plan. My paycheck will be mailed to my current mailing address.**

**STUDENT'S SIGNATURE:**

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**STUDENT:**

**ATTACH A VOIDED CHECK FOR VERIFICATION OF FINANCIAL INSTITUTION. OR WRITE THE FOLLOWING INFORMATION**

**BANK NAME:** \_\_\_\_\_

**ROUTING NUMBER:** \_\_\_\_\_

**ACCOUNT NUMBER:** \_\_\_\_\_

☐

**SAVINGS**

☐

**CHECKING**

# Student Employment Agreement Form

## POLICY REMINDERS:

1. Your new hire paperwork is due back to the SFS desk within **three days** of your effective hire date.
2. If you encounter any payroll or time entry issues, notify your supervisor and payroll  
(payrollstudentemployees@seattleu.edu) as soon as possible.
3. *According to the policy established by Seattle University, student employees in **3 or more credits may work no more than twenty hours per week** while school is in session. NO EXCEPTIONS.*
  - The 20 hours per week for student employees is an IRS rule so that Seattle U is afforded “student FICA exception”. This is an exception negotiated by the higher education community and the IRS. The Internal Revenue Code excludes from FICA taxes the wages paid by a school to working students who are also enrolled and regularly attending classes. The IRS asserts that a student could not work more than 20 hours per week.
  - If the university was to be audited by the IRS, the impact would be immense. The university may lose its FICA exemption, which means that if the university is found at fault, then all student wages will be subject to this tax for both the employer (Seattle U) and the employees (students). Based on a past FY student wage expenses, this would translate into \$530,550 taxes for the employer (Seattle U) and additionally individual students will also be assessed with FICA tax.
  - The student exemption to FICA applies with respect to services performed by a half-time undergraduate, graduate or professional student for an institution of higher education as provided by the Internal Revenue Code (IRC) §3121(b). Student employees who are enrolled in less than 3 credits in graduate and law courses are not eligible for FICA exemption. FICA withholding rates are 7.65% of gross wages.

## ARE YOU WORKING REMOTELY?

*If yes, specify which state you are working remotely from below*

YES

NO

I am working remotely from: \_\_\_\_\_

ARE YOU CURRENTLY EMPLOYED IN ANY OTHER POSITIONS ON CAMPUS? <i>If yes, please specify below</i>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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_____	_____
First and last name of supervisor	Department

_____	_____
First and last name of supervisor	Department

_____	_____
First and last name of supervisor	Department

HAVE YOU COMPLETED FERPA TRAINING? <i>FERPA training is required, if you have not previously completed the training please complete within 3 days of hire</i>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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### FERPA & Clery Act Training

*I have read and understood the above policies and have answered the questions accurately to the best of my knowledge.*

**\*\*Signature of student:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_ **\*\***